

MINUTES OF THE STATUTORY ANNUAL MEETING OF THE BIDDULPH TOWN COUNCIL HELD ON 8 MAY 2018

The Chief Officer introduced the Mayor and Deputy Mayor. The Mayor led the meeting in prayer. The Mayor then opened the meeting.

PRESENT

The Mayor – Councillor Wood
The Deputy Mayor - Councillor McGuinness
Councillor Court
Councillor Davies
Councillor Hall
Councillor Harper
Councillor Hart
Councillor Hawley
Councillor Jackson
Councillor Jones
Councillor Lawson
Councillor Lovatt
Councillor Nicosia
Councillor Rogers
Councillor Rushton
Councillor Sheldon
Councillor Swift
Councillor Walley
Councillor Whilding

Also in attendance: family and friends of the Mayor and Deputy Mayor, members of the public and press, The Chief Officer, Officer to the Council, Events and Partnerships Officer.

1.18 ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

a) Nomination, election and signature of Declaration of Acceptance of Office

The Mayor called for nominations for Mayor of Biddulph 2018-19.

Councillor Hall nominated Councillor McGuinness. He had the qualities, ethos and determination to do a great job. He was meticulous; he even put a newspaper under his cuckoo clock! He had knowledge of the different groups in the community and had leadership qualities. He had shown a capacity for work which would enable him to cope in the Office; he would be an excellent ambassador for the town. Councillor McGuinness would have the support of Jean and his family.

Councillor Jackson seconded the nomination, agreeing with the words of Councillor Hall. Councillor McGuinness would be an asset to the town and its bus users. Councillor Jackson wished him an incredibly good year in this great town and wished him the best of luck for the next 12 months.

A vote was taken and Councillor McGuinness was elected unanimously. Councillor McGuinness signed the declaration of acceptance of office.

b) Presentation of Chains of Office to Mayor and Mayoress

Councillors Wood and McGuinness withdrew and the Chain of Office was exchanged; The Chief Officer introduced the new Mayor of Biddulph, Councillor McGuinness; this was followed by a round of applause. Councillor McGuinness presented the Chain of Office of Mayoress to his friend Mrs Jean Wragg.

c) Speech of Acceptance by Mayor

'I thank all Councillors for their support in electing me as Town Mayor for Biddulph. As the Town Mayor I wish in my office to be non-political in my role and if I am asked and can accommodate any organisation I will be only too happy to attend.

Biddulph is a fantastic place to live, I have resided here since 1975 and enjoyed the local people, and of course the world famous Staffordshire Oatcakes.

I have nominated 4 registered charities for my year in office. The first one is Multiple Myeloma which is akin to Leukaemia, which my beloved wife died from 11 years ago this June. My second is the Salvation Army Hostel at Stoke, which I attended on Christmas Day, helping staff, with several other volunteers, to serve Christmas lunch to 60 residents. I would like to see every person when they are admitted to the hostel, given a welcome pack. No money to go on administration. My third charity is Sanctus which meets at St Mark's Shelton and also at Central Hall in Longton; supporting asylum seekers and refugees. My fourth and final charity is Staffordshire Emergency Services Humanitarian Aid Association which our Mayor Christopher Wood gave a talk about to the St Lawrence's Fellowship Club, and I wish for that ongoing relationship and rapport with Christ to continue, and thank him for his inspiration to myself in the last 12 months.

Finally I am very proud to be Mayor during the year when the town takes its destiny into its own hands through the development of the Neighbourhood Plan.'

d) Speech by outgoing Mayor

Councillor Wood thanked Councillor McGuinness for his kind words on their relationship over the past year; Councillor McGuinness had admirably filled in on his behalf. He also thanked him for his ongoing support of SESHAA. Councillor Wood thanked the Chief Officer, Jean and Jodie for their fantastic support.

Councillor Wood had represented the town on 150 occasions; including visiting Fusignano to celebrate the 30th anniversary of the Twinning. Councillor Wood had met some fantastic people and made great friends; it had been a great honour. Councillor Wood thanked his wife Julia for her support; it had been a humbling experience; he had represented the town to the best of his ability and was sure that Councillor McGuinness would do the town proud in the next 12 months.

e) Vote of thanks

Councillor Jackson thanked Councillor and Mrs Wood for the absolutely tremendous year on behalf of the Labour Party, the Council and the community. Councillor Wood had attended a number of functions and stamped his authority and

individuality on the job of Mayor. He had run the Town Council meetings fairly and without prejudice; this was a delicate balancing act. Councillor Jackson thanked Councillor Wood for everything he had done in the past 12 months.

Councillor Hall said it was a 'job well done'. Councillor Wood had represented the town with dignity and enthusiasm; in the time ahead he would remember the many happy times in office, he owed much of his success to the Mayoress.

f) Presentations to outgoing Mayor

The Mayor presented Councillor Wood with his outgoing Mayor's badge.

2. APOLOGIES

Apologies were received from
Councillor Redfern

3. DECLARATIONS OF INTEREST

- a Disclosable Pecuniary Interests and Dispensations; Councillor Sheldon anything pertaining to Biddulph in Bloom.
- b Other Disclosable Interests; none were declared.

4. ANNUAL MEETING OF THE TOWN COUNCIL ~ 9 MAY 2017

Confirmation of the Minutes of the Meeting of 9 May 2017 (signed at the Ordinary Town Council meeting on 16 May 2017); proposed by Councillor Hall, seconded by Councillor Hart and agreed.

5. ELECTION OF DEPUTY MAYOR

- a) Nomination, election and signature of Declaration of Acceptance of Office
Councillor Hall nominated Councillor Davies, he was confident that Councillor Davies would uphold the high standards of the office; his service to Biddulph was without equal. Councillor Davies would be a great support to the Mayor, and would have the full support of his family.

Councillor Jackson seconded the nomination. Councillor Davies would be a great support to the Mayor in his year of office. His work on the Civic Committee would be carried forward as Deputy and in his Mayorship.

A vote was taken and Councillor Davies was elected unanimously. Councillor Davies signed the declaration of acceptance of office.

- b) Presentation of Chains of Office to Deputy Mayor and Mayoress

The Chains of Office were presented to Councillor Davies and his wife Sue. Councillor Davies thanked fellow Councillors for their support; he would do his best to support Oliver and the community of Biddulph.

6. **CONSTITUTION**

i. APPROVAL OF STANDING ORDERS

- ~ To approve Standing Orders containing updated advice from NALC (enclosed).
- ~ To receive the draft proforma Terms of Reference document (enclosed); to be developed and approved by each Committee, Sub-Committee and Working Group at the first meeting hereafter.

Proposed by Councillor Hall and seconded by Councillor Rogers. A vote was taken and this was Agreed.

ii. APPROVAL OF MEMBERSHIP OF STANDING COMMITTEES

~ 2018/19 meeting dates and times approved at the Town Council meeting 20 March 2018.

~ Committee membership tabled; to approve membership for 2018/19.

- a) **General Purposes** – Mayor, Deputy Mayor plus sixteen members.
- b) **Finance Committee** – Mayor, Deputy Mayor plus sixteen members.
- c) **Human Resources Committee** – Mayor, Deputy Mayor plus eight members.
- d) **Civic Committee** - Mayor, Deputy Mayor plus sixteen members.
- e) **Planning Committee** – Mayor, Deputy Mayor plus sixteen members.

Proposed by Councillor Hall and seconded by Councillor Rogers. A vote was taken and this was Agreed.

iii. APPROVAL OF MEMBERSHIP OF SUB-COMMITTEES

~ Sub-Committee membership tabled; to approve membership for 2018/19.

Proposed by Councillor Hall and seconded by Councillor Rogers. A vote was taken and this was Agreed.

iv. FINANCIAL REGULATIONS

To receive the Town Council's Financial Regulations, which were approved at the Town Council meeting on 16 January 2018; no changes had been made.

Proposed by Councillor Hall and seconded by Councillor Rogers. A vote was taken and this was Agreed.

v. CODE OF CONDUCT

To approve the Code of Conduct.

Proposed by Councillor Hall and seconded by Councillor Rogers. A vote was taken and this was Agreed.

7. **FINANCIAL MANDATE**

The Mayor read each section of the Financial Mandate:

- a) **Signatories:** Current signatories for the current account being: The Mayor, Deputy Mayor, Chair and Vice Chair of the Finance Committee plus the Chief Officer and Officer. **(Two members plus one officer to sign)**

Proposed by Councillor Hall and seconded by Councillor Rogers. A vote was taken and this was Agreed.

- b) **Mayor's Charity Account & Civic Ball Account:** To close the 'Civic Ball Account' enabling all funds to be managed within one account. To give authority to the Chief Officer and Officer of the Council to be the two signatories for the Mayor's Charity Account.

Proposed by Councillor Hall and seconded by Councillor Rogers. A vote was taken and this was Agreed.

c) **Bank Mandate:**

To **Resolve** that a banking relationship will be maintained with National Westminster Bank Plc (the Bank), in accordance with the Mandate and that:

- ✓ The individuals identified as Authorised Signatories may, in accordance with the Signing Rules, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit;
- ✓ Any authorised Signatory may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products;
- ✓ The Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions;
- ✓ The Customer will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary.

This Mandate will continue until the Organisation gives the Bank a replacement mandate or the Organisation passes a resolution changing the Signing Rules and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended.

Proposed by Councillor Hall and seconded by Councillor Rogers. A vote was taken and this was Agreed.

8. INTERNAL AUDITOR & MONITORING COUNCILLOR

Appointment of independent Internal Auditor (currently Elizabeth Thompson) plus one councillor (currently Councillor D Hawley), to fulfil audit requirements.

Proposed by Councillor Hall and seconded by Councillor Rogers. A vote was taken and this was Agreed.

Councillor Salt noted discrepancies with the information about Councillor serving on outside bodies; Councillor Walley served on the Friends of Biddulph Valley Park group and not Councillor Whilding. The Chief Officer would work with Councillor Salt to amend the information, which would be presented to the next Town Council meeting for approval.

The meeting closed at 7.30 pm, with the Mayor inviting all present to remain for light refreshments.

Signed Date