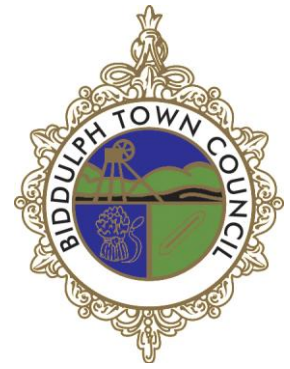


Biddulph Town Council



Date: Wednesday 7 May 2025
To: All Members of the Town Council

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting of the Town Council** to be held in the Council Chamber of the Town Hall ST8 6AR, on **Tuesday 13 May 2025 at 6pm** at which the business set out below will be transacted.

Any Councillor unable to attend should forward their apologies either to the Chief Officer or the Mayor.

Sarah Haydon
Chief Officer

A G E N D A

1. ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY

- a) Nomination, election and signature of Declaration of Acceptance of Office
- b) Presentation of Chains of Office to Mayor and Mayoress/ Consort
- c) Speech of Acceptance by Mayor
- d) Confirmation of Amanuenses (if required)
- e) Speech by outgoing Mayor
- f) Vote of thanks
- g) Presentations to outgoing Mayor



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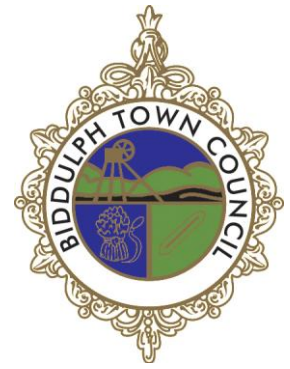
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2. APOLOGIES

3. DECLARATIONS OF INTEREST

- a) To declare any Disclosable Pecuniary Interests & Dispensations
- b) To declare any Other Disclosable Interests

4. ANNUAL MEETING OF THE TOWN COUNCIL ~ 14 MAY 2024

Confirmation of the Minutes of the Meeting of 14 May 2024 (signed at the Ordinary Town Council meeting on 11 June 2024).

<https://biddulph.co.uk/wp-content/uploads/2024/07/Annual-Meeting-of-the-Town-Council-Minutes-May-2024-FINAL-SH.pdf>

5. ELECTION OF DEPUTY MAYOR

- a) Nomination, election and signature of Declaration of Acceptance of Office
- b) Presentation of Chains of Office to Deputy Mayor and Mayoress/ Consort

6. CONSTITUTION DOCUMENTS AND CONFIRMATION OF KEY DECISIONS

a) STANDING ORDERS

To **approve** Standing Orders (enclosed).

<https://biddulph.co.uk/wp-content/uploads/2025/05/BTC-Standing-Orders-May-2025.pdf>



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b) MEMBERSHIP OF STANDING COMMITTEES

- i. To **approve** the Terms of Reference for Committees and Scheme of Delegation document (enclosed)

<https://biddulph.co.uk/wp-content/uploads/2025/05/Terms-of-Reference-for-Committees-Scheme-of-Delegation-May-2025.pdf>

To **approve** Committee membership for 2025/26:

- **Finance Strategy and Management** – Mayor, Deputy Mayor plus twelve members.
- **Town and Community** – Mayor, Deputy Mayor plus twelve members.
- **Recreation and Amenities** – Mayor, Deputy Mayor plus twelve members.
- **Planning**– Mayor, Deputy Mayor plus twelve members

- ii. To **approve** Councillor Committee membership (enclosed)

<https://biddulph.co.uk/wp-content/uploads/2025/06/2025-26-COMMITTEE-MEMBERSHIP.pdf>

- iii. To **approve** the Committee dates for 2025-26 (enclosed)

<https://biddulph.co.uk/wp-content/uploads/2025/05/Meeting-dates-2025-26.pdf>



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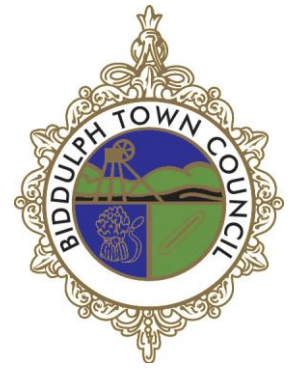
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c) **TO APPROVE THAT EXISTING WORKING GROUPS WILL CONTINUE TO MEET THROUGHOUT 2025-26, AS APPROPRIATE:**

- Neighbourhood Plan Implementation (Planning Committee)
- Biddulph Works Together (Town and Community Committee)
- Transport (Recreation and Amenities Committee)
- Events (Town and Community Committee)
- Garden of Remembrance Development (Recreation and Amenities Committee)
- Local Government Reorganisation and Devolution (Town Council)
- Town Hall frontage (Finance Strategy and Management Committee)

All Councillors are welcome to attend Working Groups, as voting members.

d) **APPOINTMENT TO OUTSIDE BODIES**

To **confirm** the Town Council representatives on outside bodies. Please note, there will be a monthly update from representatives at Town Council meetings.

e) **FINANCIAL REGULATIONS**

To **approve** the Town Council's Financial Regulations (enclosed).

<https://biddulph.co.uk/wp-content/uploads/2025/05/Financial-Regulations-2025.pdf>

f) **EMERGENCY PLAN AND BUSINESS CONTINUITY PLAN**

To **approve** the Emergency Plan and Business Continuity Plan (documents attached). To **confirm** that these documents will be reviewed by the Finance Strategy and Management Committee during 2025-26, three years after the original adoption.



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<https://biddulph.co.uk/wp-content/uploads/2025/06/Emergency-Plan-May-2025.pdf>

<https://biddulph.co.uk/wp-content/uploads/2025/06/Business-Continuity-Plan-May-2025.pdf>

g) CODE OF CONDUCT

To **approve** the Code of Conduct (enclosed).

<https://biddulph.co.uk/wp-content/uploads/2025/05/Code-of-Conduct-for-Members-2025.pdf>

h) INTERNAL HEALTH AND SAFETY MONITORING COUNCILLOR

To **confirm** that the Health and Safety Monitoring Councillor is Councillor Ken Harper (with a vacancy for a Deputy), reporting to the Town Council.

i) INTERNAL AUDITOR & MONITORING COUNCILLORS

Appointment of independent Internal Auditor (currently Joanne Taylor) plus two Councillors (Eardley and Hawley), to fulfil audit requirements.

7. FINANCIAL MANDATE- BANKING ARRANGEMENTS

The Town Council banks with **NatWest** and **Unity Trust Bank**.

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



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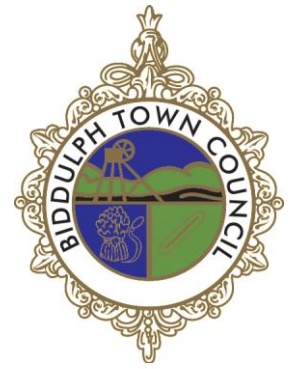
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approve throughout the year, except in the transition between signatories at the start of the year where the previous years signatories may still be required to sign.)

- b) **Mayor's Charity Account:** To give authority to the Chief Officer, Finance Officer and Events and Partnerships Officer to be the signatories for the Mayor's Charity Account **(two to sign)**. The Finance Strategy and Management Committee will receive an annual review of this account.

c) **Bank Mandate:**

To **resolve** that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) and Unity Trust 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 Chief Officer.



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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.

- d) **Public Sector Deposit Fund- CCLA:** To give authority to the Chief Officer and Finance Officer to authorise withdrawals following approval at Town Council.

ADDITIONAL AGENDA ITEMS

8. MINUTES

- a) To **approve and sign** the Minutes of the Town Council meeting on Tuesday 8 April 2025
<https://biddulph.co.uk/wp-content/uploads/2025/05/Minutes-Town-Council-8-April-2025-DRAFT-inc-confid.pdf>
- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 8 April 2025
<https://biddulph.co.uk/wp-content/uploads/2025/05/Minutes-Recreation-and-Amenities-8-April-2025-Draft-Inc-confid.pdf>
- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 15 April 2025
<https://biddulph.co.uk/wp-content/uploads/2025/05/Minutes-Planning-15-April-2025-DRAFT.pdf>
- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 15 April 2025
<https://biddulph.co.uk/wp-content/uploads/2025/05/Minutes-Town-and-Community-15-April-2025-Draft-inc-confid.pdf>



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- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 22 April 2025
<https://biddulph.co.uk/wp-content/uploads/2025/05/Minutes-Finance-22-April-2025-DRAFT-No-Confidential.pdf>
- f) To **receive** the confidential notes from the Local Government Reorganisation and Devolution Working Group meeting held on 29 April 2025

9. ACCOUNTS & FINANCE

- a) To **approve** accounts received for payment in May 2025

Expenditure over £500			
SMDC	Business Rates – TH	May	2428.00
Sandyford Property Services	Rent and Service Charges – Brown Lees Storage Unit	May	648.00
SPCA	Annual Subscription & NALC Affiliation	2025/26	1608.85
D&G Buses	93 Bus Service	March	3507.00
EDF	Gas – Town Hall	01 Apr – 30 Apr	1346.71
Stage Management Services	Stage Lighting Tests, PAT and Maintenance		890.00
Ridgway Caterers	Mayors Ball – Catering	Balance	3928.80
Halfern Building Contractors	Town Hall Frontage - Construction	Interim Work to date	26855.22
Octopus Energy	Electricity – Town Hall (DD)	28 Mar – 29 Apr 2025	1214.22
Prism	Software Support	30.04.25 – 29.05.25	1044.14
Ctd architects	Town Hall Frontage	Architects interim fees	1041.60
Clearway	CCTV 12 months Maintenance	Town Hall	2080.30
Clearway	CCTV 12 months Maintenance	Visitor Centre	700.34
Waterplus	Town Hall – Water Supply	27 Nov – 27 Apr	1388.83
RGS	Lengthsman Work	7 th Feb – 6 th May 25	2530.00



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Expenditure less than £500			
Standard Life	Pension Voluntary Contribution	May	250.00
Prism	Telephones	March	288.51
Waterplus	TBG – water Supply	12 March – 12 April	24.43
Unity	Service Charges	01/03/25 to 31/03/25	27.90
Filmbankmedia	Public Video Screening Annual License	2025-26	176.00
K. Wood	Window Cleaning - April	Town Hall	75.00
K. Wood	Window Cleaning - March	Town Hall	75.00
SMDC	Business Rates – Storage Unit	May	189.00
Fifteen Group	Wifi & Office Mobiles	April	94.80
HEADS (Congleton Chronicle)	Chain Reaction Event	Advert	388.80
Applied Logo Services	Mayors Charity Bike Ride	QR Code Set up	18.00
NatWest	Bank Charges DD	March Charges	4.90
Myers & Co	HR Assist	12 th April – 11 th May	150.00
Octopus Energy	Electricity – Bus Hub (DD)	28 Mar – 29 Apr 2025	116.50
SLCC	Staff Training	Finance Officer	126.00



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Tonis Treats	BLPG Refreshments	08/04/25	150.00
SMDC	Fire Risk Assessment – D Owen	Town Hall	284.76
Support Staffordshire	Invoice overpayment – return	Ref INV 975	2.40
Adrian Lawton	Deputy Mayor- Travel Expenses	Nov 24 – Apr 25	39.15
Margaret Warman	Staff Parking Expenses	3 rd – 8 th April 25	9.00
Filmbankmedia	Movie Screening – Moana 2	Family Film Day	169.20
Tidysite Skip Services	Bin Emptying w/c 14/04/25	INV 153331	108.35
Dreams Venue Dressing	Mayors Civic Ball Event		476.00
Tidysite Skip Services	Bin Emptying w/c 28/04/25	INV 153803	108.35
Euro Digital Systems	Printing – April		70.14
JG Fenn Limited	Paper		246.00
Moorland Contract Janitorial Ltd	Cleaning Supplies – Bus Hub	INV 4193	54.50
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 4192	174.01
Toni's Treats	Mayors Ball – Chauffeur & Band Refreshments	INV 9	50.00
Tidysite Skip Services	Bin Emptying w/c 23/04/25	INV 153599	170.24
Reliance High Tech	Lone Working Devices	April 2025	37.80
Hanley Print Services	Minute paper	Inv 14766	108.00
filmbankmedia	Film Screening	Family Film Day – Moana 2	169.20
Elizabeth Davies	Parking Expenses	March/April	13.50
Moorlec	Electrical Works - Lighting	Town Hall	104.26
Moorland Contract Janitorial	Cleaning Supplies	Inv 4102	217.88
Clearway	CCTV Repair		95.40
GT Security Ltd	Northern Soul Event 2025	Security	273.60
Richard Parker	Piano Tuner	Town Hall	75.00



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Royal British Legion	VE Day Badges		32.00
Katy Pugh Arts	Spring Window Display	Chamber	250.00
Octopus Energy	Electricity – Visitor Centre (DD)	31 Mar – 30 Apr 2025	433.88
Waterplus	Visitor Centre – Water Supply	01 Apr – 01 May	64.48
Waterplus	Moorland Rd Allotments – Water Supply	07 Apr – 01 May	6.39
Waterplus	Storage Unit – Water Supply	01 Mar – 01 April	20.88
Waterplus	Storage Unit – Water Supply	01 Apr – 01 May	19.12
filmbankmedia	Film Screening	Biddulph Scratch – Jojo Rabbit	164.40
Tidysite Skip Services	Bin Emptying w/c 07/04/25	INV 153100	232.14
Gary Smith's Electrical Ltd	Electrical Fault – Callout	Bus Hub	80.00
Angela Williams	Reimbursement	Piano Cover	34.00
Eon Next	Electricity – Storage Unit	1 st Nov 24 – 29 th Apr 25	128.84
Eon Next	Electricity – Christmas Lights Supply	1 st Apr – 30 th Apr	17.64
Susan Booth	Parking	April	19.60

Credit Card			
GiffGaff	Mobile Phones	May	8.00
GiffGaff	Mobile Phones	May	8.00
GiffGaff	Mobile Phones	May	8.00
Land Registry	Searches	1000007439212	14.00
Land Registry	Searched	1000007439166	14.00
Bunzl Cleaning & Hygiene	Floor Polish	Town Hall	201.89
Sainsburys	Cleaning Supplies, Cards, Coffee & Sweets-Family Film Day		52.94
Royal Mail Online		Stamps	85.00



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Facebook	Social Media Advertising		18.77
Alliance Disposables Ltd	Floor Cleaner		189.89
Facebook	Social Media Advertising		88.09
Foxtail Florist	2x Wreaths (VE Day) + 2x Sympathy bouquets		150.00
Open Spaces Society	Annual Subscription	25/26	45.00
Sainsburys	Refreshments		8.00
Argos	Mouse & Keyboard		16.99

b) To **approve** supplementary accounts received since the agenda was published.

All Councillors and their guests are invited to stay in the Council Chamber for light refreshments at the close of the meeting.



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