

Biddulph Town Council



Wednesday 4 June 2025

Dear Councillor

You are summoned to attend a meeting of the Town Council at **6.00 pm** on **Tuesday 10 June 2025**, at which the following business will be transacted.

This meeting will take place in the Council Chamber in the Town Hall.

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

Yours sincerely

SM Haydon
CHIEF OFFICER

A G E N D A

The Mayor to confirm that attendees will be named in the Minutes, unless otherwise instructed.

1. PUBLIC PARTICIPATION

Staffordshire Police (**five minutes**)

County Councillors have been invited to attend the meeting (**five minutes**)



Biddulph Town Council
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Moorlands ST8 6AR
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2. APOLOGIES

To receive apologies and approve reasons for absence.

3. DECLARATIONS OF INTEREST

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

4. TO RECEIVE TWO PRESENTATIONS FROM CO-OPTION APPLICANTS FOR ONE EAST WARD VACANCY:

- Each candidate will remain outside the Council Chamber whilst the other is presenting.
- A brief verbal presentation will be delivered by each candidate, taking no more than five minutes.
- There should be no discussion of the presentations, but clarification could be sought on particular issues.
- If further discussion is necessary, this may be referred by resolution to a confidential section of the agenda.
- Following presentations by candidates, the Mayor will call for nominations, which should be duly proposed and seconded. This will determine suitable candidates.
- When all the nominations have been received, a vote should be taken.

PLEASE VIEW THE CO-OPTION POLICY FOR FURTHER INFORMATION.

5. MINUTES

- a) To **approve and sign** the Minutes of the Annual Meeting of the Town Council on Tuesday 13 May 2025
- b) To **approve and sign** the Notes of the Annual Town Meeting held on Tuesday 20 May 2025
- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 20 May 2025
- d) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 27 May 2025

6. MAYORS COMMUNICATIONS



7. STANDING AGENDA ITEMS:

Councillors to note that these are existing standing agenda items and can be amended by resolution, if required.

- a) To **receive** an update on the management of Town Council Assets
- b) To **receive** an update on health and safety activities (inc. risk management)
- c) To **receive** an update on 'Biddulph Works Together' project.

8. TO RECEIVE AN UPDATE ON OUTSIDE BODY MEETINGS ATTENDED SINCE THE APRIL 2025 MEETING (Updates only from the following meetings: Biddulph in Bloom, Moorlands Assembly, Staffordshire Parish Councils Association, Moorlands Partnership Board, Twinning Association and Fairtrade)

9. TO RECEIVE AN UPDATE ON THE TOWN HALL FRONTAGE DEVELOPMENT

10. 2024-25 ANNUAL RETURN (DRAFT DOCUMENT ATTACHED)

- a) To **complete** Section 1 of the Annual Return – the Annual Governance Statement (**assertions to be read aloud**), confirming that there is a sound system of internal control including arrangements for the preparation of the Accounting Statements.
- b) To **approve and sign** Section 2 of the Annual Return.

11. ITEM REQUESTED BY COUNCILLOR JACKSON: TO CONSIDER SENDING DELEGATES TO THE LOCAL GOVERNMENT ASSOCIATION CONFERENCE IN JULY 2025

12. TO CONFIRM THAT COUNCILLORS REDFERN AND YATES WILL BECOME MEMBERS OF THE PLANNING COMMITTEE

13. TO CONFIRM A LIST OF POTENTIAL UK SHARED PROSPERITY FUND PROJECTS TO BE SUBMITTED TO THE DISTRICT COUNCIL (TO BE TABLED)

14. AN INTRODUCTION TO THE 'YEAR IN REVIEW' DOCUMENT FOR 2024-25



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15. ACCOUNTS & FINANCE

a) To approve accounts to be paid in June 2025:

Expenditure over £500			
SMDC	Business Rates – TH	June	2428.00
Sandyford Property Services	Rent and Service Charges – Brown Lees Storage Unit	June	648.00
Prism	Software & Licensing	June	1044.14
David B Limited	Professional Fees	Town Hall Frontage	945.20
Prism	Cyber Essentials Upgrade	Town Hall	2748.00
Ctd Architects	Professional Fees	Town hall Frontage	1041.60
Octopus Energy	Electricity – Town Hall (DD)	30 Apr – 01 Jun	1126.14
Npower Business Solutions	Red Phone Box Lighting	Apr 24 – 31 Mar 25	934.43
Npower Business Solutions	Christmas Illuminations Unmetered Supply	Apr 24 – 31 Mar 25	922.87

Expenditure less than £500			
Standard Life	Pension Voluntary Contribution	June	250.00
Waterplus	WBG – water Supply	12 Feb – 12 May	38.56
Waterplus	TBG – water Supply	12 April -12 May	45.86
Scottish Power	Station Road	08 Feb – 09 May	59.25
Clearway	Intruder alarm Callout	Town Hall	119.10
SMDC	Business Rates – Storage Unit	June	189.00
Calbarrie	PAT Testing	Visitor Centre	18.22
Calbarrie	PAT Testing	Town Hall	198.72
B Webster Plumbing & Heating	Plumbing repairs	Town Hall, Bus Hub & Visitor Centre	385.00
Myers & Co	HR Assist	12 th May – 11 th June	150.00
Octopus Energy	Electricity – Bus Hub (DD)	30 Apr – 31 May	107.82
Kingsfield Singers	VE Day Event	Entertainment	100.00
Biddulph Male Voice Choir	VE Day Event	Entertainment	220.00
David Oakes	Returf TBG		470.00

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Clearway Fire and Security Ltd	Intruder Alarm Replacements	Visitor Centre	491.32
GWK Structural Solutions Ltd	Structural Engineer Visit	Town Hall Frontage	336.00
Jonathan Whilock	Highland Bagpipes	VE Day Celebration	150.00
Reliance High Tech	Lone Working Devices	May	37.80
Prism	Phone Charges	Apr	294.63
Tidysite Skip Services	Bin Emptying w/c 19/05/25	INV 154583	170.24
Electrical Installation Supplies	LED Lamps	Town Hall	120.39
Euro Digital Systems	Printing – 26 Apr – 25 May		134.23
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 4237	204.12
Moorland Contract Janitorial Ltd	Cleaning Supplies – Bus Hub	INV 4248	54.18
Cinema For All	Membership renewal	25-26	110.00
Door Maintenance Specialists	Automatic Doors 6 monthly Service	Town hall	180.00
Tidysite Skip Services	Bin Emptying w/c 02/06/25	INV 155092	232.14
Angela Williams	Reimbursement – 3x Watering cans	Burial Grounds	12.00
Tonis Treats	Mayor Making	Refreshments	210.00
Tonis Treats	Feast & Flicks 14/05– BWT	Refreshments	75.00
Tonis Treats	Cakes for Inspirational Women's Event	Victoria Centre	50.00
Tonis Treats	Tea with Town Council	Refreshments	30.00
Susan Booth	Eye Test/ Glass Contribution & Parking Reimbursements	May + 3 Month Pass	149.00
Octopus Energy	Electricity – Visitor Centre (DD)	29 Apr – 31 May	484.45
Tidysite Skip Services	Bin Emptying w/c 26/05	INV 154863	108.35
Eon Next	Electricity – Christmas Lights Supply	May	18.23
Waterplus	Water Supply – May 2025	Storage Unit	19.76
EDF	Gas – Town Hall	1 May – 31 May	282.21



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Waterplus	Water Supply – May 2025	Visitor Centre	67.39
Waterplus	Water Supply – May 2025	Moorland Rd Allotment	8.26
Prism	Replacement Docking Station	Chief Officer's Computer	234.77

Credit Card			
GiffGaff	Mobile Phones	June	8.00
GiffGaff	Mobile Phones	June	8.00
GiffGaff	Mobile Phones	June	8.00
Argos	Bluetooth Party Speaker		604.90
Sainsburys	Inspirational Women's Event	Refreshments	35.80
Sainsburys	Tea with Town Council & Meetings	Refreshments	19.45
Sainsburys	Feast & Flicks 14/5	Refreshments	39.10
Facebook	Social Media Advertising		54.36
Castors online	Chair Trolley - Wheels	Town Hall	35.98
Screwfix	Smoke & Heat Alarms	Town Hall	45.98

b) To approve supplementary accounts (to be tabled)