

**MINUTES OF THE FINANCE STRATEGY AND MANAGEMENT  
COMMITTEE MEETING, BIDDULPH TOWN COUNCIL  
TUESDAY 25 NOVEMBER 2025, 5.30PM  
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR.**

**PRESENT:**

- **Mayor:**  
Councillor A C Lawton
- Councillor M A Hopkins
- Councillor D Hawley
- Councillor K J Jackson
- Councillor W Rogers (Chair)
- Councillor N Eardley
- Councillor J T Jones
- Councillor C Smith – arrived at 17.43pm
- Councillor C Wood
- Councillor N R Yates

**IN ATTENDANCE:**

- Mrs Sarah M Haydon – Chief Officer (Minute Taker)
- Ms Jodie Hancock – Events and Partnership Officer
- Mrs Margaret Warman – Compliance and Governance Officer

*Councillor Rogers recited the disclaimer regarding the recording of the meeting.*

**67. APOLOGIES AND APPROVAL OF SUBSTITUTE MEMBERS**

Councillor C Brady  
Councillor A K Harper  
Councillor A H Hart  
Councillor J Salt

No substitute members.

**68. DECLARATIONS OF INTEREST**

- i. Disclosable Pecuniary Interests:

None.

- ii. Other Interests:

None.

## 69. MINUTES

To **confirm** the Minutes of the Finance Strategy and Management Committee meeting held on 28 October 2025 (approved at the Town Council meeting on 11 November 2025)

<https://biddulph.co.uk/wp-content/uploads/2025/12/Minutes-Finance-28-October-2025-DRAFT-Inc-Confidential.pdf>

The minutes were signed. Proposed by Councillor Jones and seconded by Councillor Hawley.

## 70. POLICY REVIEW (ATTACHED)

**a)** To **approve** the revised Sexual Harassment at Work Policy

<https://biddulph.co.uk/wp-content/uploads/2026/01/Sexual-Harassment-at-Work-Policy-November-2025.pdf>

The policy was approved – no changes. Proposed by Councillor Jones, seconded by Councillor Wood. All agreed.

Councillor Wood queried whether the Town Council could support Councillors if there was inappropriate behaviour towards them on social media. This would be added to a Town Council agenda in January 2026; seconded by Councillor Jones. All **agreed**.

**b)** To **approve** the revised Lone Working Policy

<https://biddulph.co.uk/wp-content/uploads/2026/01/Lone-Working-Policy-November-2025.pdf>

No changes. Proposed by Councillor Jones, seconded by Councillor Hawley. All **agreed**.

**c)** To **approve** the revised Banning Policy

<https://biddulph.co.uk/wp-content/uploads/2026/01/Banning-Policy-November-2025.pdf>

Councillor Hawley proposed adding that abuse by social media would not be acceptable within 2.1 General Behaviour Expectations, with reference to the Social Media Policy.

Councillor Yates proposed to amend 1.2 to ‘any person entering the building’.

Councillor Jackson wondered whether a caretaker could enforce the ban at a private event/party. The Chief Officer stated that if there was a private booking, the hirer is responsible. Caretakers wouldn’t be expected to evict guests.

Councillor Yates suggested making it clear in 1.2 that the extent of the policy was anyone engaged with council activities and the day-to-day operation of the council.

Councillor Yates proposed to accept with alterations; seconded by Councillor Jones. All agreed.

**71. TO APPROVE A DATE FOR 'TEA WITH THE TOWN COUNCIL' AHEAD OF BUDGET DISCUSSIONS IN JANUARY 2026**

It was agreed to hold this event on the evening of Tuesday 6 January 2026, 5-7pm.

**72. TO CONSIDER A SIX-MONTHLY ACTION PLAN UPDATE (ATTACHED)**

<https://biddulph.co.uk/wp-content/uploads/2026/01/2025-26-Action-Plan-Six-Monthly-Review.pdf>

The Chief Officer ran through the 10 priorities on the Action Plan.

Councillor Yates stated that the Staffordshire Moorlands District Council (SMDC) Disabled Facilities Grant (DFG) may be suitable for the accessible allotment plot; the criteria had changed slightly. The Chief Officer suggested she would email Councillor Yates regarding specifications.

Councillor Yates noted that Andrew Stokes (SMDC Chief Executive) had received the Town Council's correspondence regarding strategic priorities. He had proposed having a meeting with the Chief Officer and the three Biddulph cabinet members ahead of budget setting.

Councillor Wood queried the provider of the real time information at the bus hub. The Chief Officer believed this was a County Council arrangement with a private sector provider.

Councillor Jones proposed acceptance, seconded by Councillor Lawton. All agreed.

**73. TO CONSIDER THE FIRST DRAFT OF THE 'TOWN COUNCIL CALENDAR' (ATTACHED)**

<https://biddulph.co.uk/wp-content/uploads/2026/01/Calendar-of-the-Town-Council-Year-Nov-2025.pdf>

The Chief Officer thought this may be beneficial for Councillors, as a reminder of the activities that took place each month.

Councillor Jackson wondered whether an email at the start of each month might be helpful for Councillors. – start of every month send email to say what we'll be looking at.

Councillor Yates suggested a separate Outlook calendar; the Chief Officer would look to trial this in the new year.

All accepted the information.

#### **74. STANDING AGENDA ITEMS**

- a) To **consider** disposal of any assets, in line with the Asset Management Policy and Financial Regulations. None.
- b) To **confirm** approved suppliers as part of the Procurement Policy. No new suppliers.

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, the Council is to determine which items, if any, should be taken with the public excluded.*

### **CONFIDENTIAL ITEMS**

#### **75. TO RECEIVE A VERBAL UPDATE ON THE GARDEN OF REMEMBRANCE DEVELOPMENT**

The Chief Officer provided an update.

#### **76. TO CONSIDER THE FUNCTION OF THE SECOND FLOOR OF THE TOWN HALL IN RELATION TO THE REPLACEMENT OF THE MACERATOR IN ROOM 18**

Councillor Smith proposed the macerator should be replaced, seconded by Councillors Hopkins. Future use would be considered at a later date. All **agreed**.

**77. TO CONSIDER CHANGES TO THE ALLOCATION OF GRANTS  
(CURRENT POLICY ATTACHED, FOR INFORMATION):**

- a) Changes to deadlines to coincide with the Annual Town Meeting
- b) Suggestions for scoring 2026-27 grant applications.

As part of that work, officers had considered what other councils do. It may work well to allocate the main grant pot to coincide with the Annual Town meeting (third week of May); Councillors would need to agree grant applications at end of April. This would also have the benefit of bringing the allocation closer to the start of the financial year for groups.

Proposed by Councillor Jones, seconded by Councillor Hawley. All **agreed**.

The Chief Officer noted that the Grants Policy is due for review.

Councillor Jones suggested no change.

Proposed by Councillor Hawley, seconded by Councillor Smith. All **agreed**.

**78. TO CONFIRM ARRANGEMENTS REGARDING CURRENT  
RECRUITMENT ACTIVITIES**

The Chief Officer confirmed arrangements.

**79. TO RECEIVE A PRESENTATION ON CURRENT TOWN COUNCIL  
CONTRACTS AND PLANS FOR 2026**

The Chief Officer presented current contracts and reminded Councillors about the Transparency Code requirements.

**80. TO CONSIDER THE TENDER DOCUMENT FOR THE BURIAL  
GROUNDS CONTRACT (ATTACHED)**

The Chief Officer confirmed that it had been agreed to extend the current contract until the Spring 2026.

Councillor Wood proposed to put the contract out to tender; seconded Councillor Yates. All **agreed**.

**81. TO CONSIDER THE TENDER DOCUMENT FOR THE TOWN HALL BAR (ATTACHED)**

The Chief Officer introduced the document.

Proposed to put this out to tender by Councillor Wood, seconded by Councillor Hawley. All **agreed**.

**82. QUOTATIONS**

- a) To **approve** the quotation for the Clubs Groups and Societies booklet and the Volunteering booklet.

Quotes had not been received yet, but the Chief Officer queried whether Councillors would be happy to use the Biddulph Works Together pot; this was agreed. Costs over £500 would be considered at the next meeting.

- b) To **confirm** the quotation for the automatic door service. **Confirmed.**

- c) To **approve** the quotation for the repair of the automatic door: removal of existing faulty unit, supply, install and wire full replacement double-leaf sliding auto door package including new drive, gearbox, chassis, drive belts and master control unit.

Proposed by Councillor Jones to look for other solutions, seconded by Councillor Hawley. All **agreed**.

Councillor Rogers – thanked all attendees for their support this year.

*The meeting ended at 7.31pm*

Signed..... Date.....