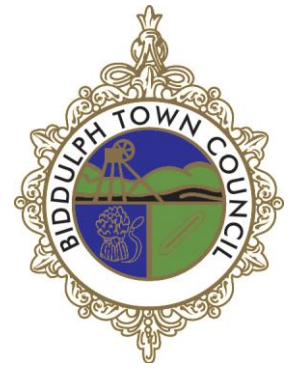


# Biddulph Town Council



**Date:** Wednesday 6 May 2026  
**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 12 May 2026 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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# Biddulph Town Council



## 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 ~ 13 MAY 2025

Confirmation of the Minutes of the Meeting of 13 May 2025 (signed at the Ordinary Town Council meeting on 10 June 2025).

<https://biddulph.co.uk/wp-content/uploads/2025/06/Annual-Meeting-of-the-Town-Council-Minutes-May-2025.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).

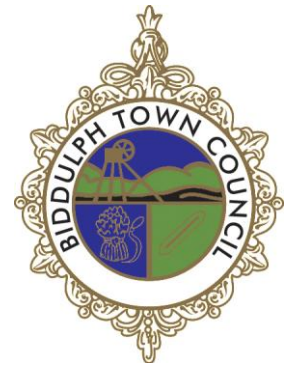
<https://biddulph.co.uk/wp-content/uploads/2026/05/BTC-Standing-Orders-May-2026.pdf>



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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/2026/05/Terms-of-Reference-for-Committees-Scheme-of-Delegation-May-2026.pdf>

- ii. To **approve** Committee membership for 2026-27:

- **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

- iii. To **approve** Councillor Committee membership

- iv. To **approve** the Meeting dates for 2026-27

<https://biddulph.co.uk/wp-content/uploads/2026/05/Meeting-dates-2026-27.pdf>

## c) TO APPROVE THAT EXISTING WORKING GROUPS WILL CONTINUE TO MEET THROUGHOUT 2026-27, AS APPROPRIATE:

- Neighbourhood Plan Implementation (Planning Committee)
- Biddulph Works Together (Town and Community Committee)
- Transport (Recreation and Amenities Committee)
- Events (Town and Community Committee)



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- Local Government Reorganisation and Devolution (Town Council)

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

## 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.

### d) FINANCIAL REGULATIONS

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

<https://biddulph.co.uk/wp-content/uploads/2026/05/Financial-Regulations-2026.pdf>

### e) 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 2026-27, in line with emerging Martyn's Law requirements.

<https://biddulph.co.uk/wp-content/uploads/2026/05/Emergency-Plan-May-2026.pdf>

<https://biddulph.co.uk/wp-content/uploads/2026/05/Business-Continuity-Plan-May-2026.pdf>

### f) CODE OF CONDUCT

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

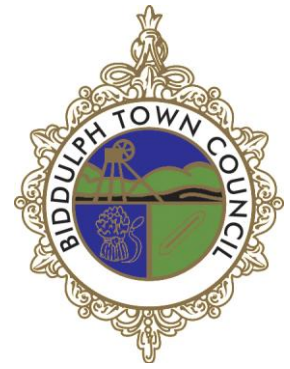
<https://biddulph.co.uk/wp-content/uploads/2026/05/Code-of-Conduct-for-Members-2026.pdf>



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## g) INTERNAL HEALTH AND SAFETY MONITORING COUNCILLOR

To **confirm** that the Health and Safety Monitoring Councillor is Councillor Ken Harper (with Councillor Jill Salt as Deputy), reporting to the Town Council.

## h) INTERNAL AUDITOR & MONITORING COUNCILLORS

Appointment of independent Internal Auditor (currently JDH Business Services) 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/ 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



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- 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.

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.

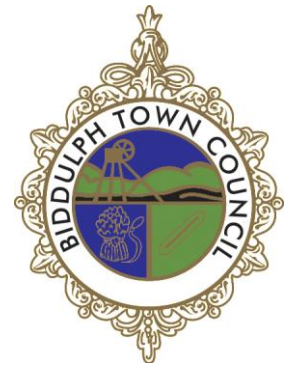
- d) **Public Sector Deposit Fund- CCLA:** To give authority to the Chief Officer and Finance Officer to authorise withdrawals following approval at Town Council.



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# Biddulph Town Council



## ADDITIONAL AGENDA ITEMS

### 8. MINUTES

- a) To **approve and sign** the Minutes of the Town Council meeting on Tuesday 14 April 2026  
<https://biddulph.co.uk/wp-content/uploads/2026/05/Minutes-Town-Council-14-APRIL-2026-DRAFT-inc-confid.pdf>
- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 14 April 2026  
<https://biddulph.co.uk/wp-content/uploads/2026/05/Minutes-Recreation-and-Amenities-14-April-2026-Draft-Inc-confid.pdf>
- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 21 April 2026  
<https://biddulph.co.uk/wp-content/uploads/2026/05/Minutes-Planning-21-April-2026-DRAFT.pdf>
- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 21 April 2026  
<https://biddulph.co.uk/wp-content/uploads/2026/05/Minutes-Town-and-Community-21-April-2026-Draft-inc-confid.pdf>
- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 28 April 2026  
<https://biddulph.co.uk/wp-content/uploads/2026/05/Minutes-Finance-28-April-2026-Draft-Inc-Confidential.pdf>



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## 9. ACCOUNTS & FINANCE

a) To **approve** accounts received for payment in May 2026

Expenditure over £500			
SMDC	Business Rates – TH	May	2368.00
Prism	Software Licensing – May	Inv 239274	1552.31
Octopus Energy	Electricity – Town Hall	April	1056.48
Moorland Contract Cleaning	Cleaning – Bus hub	April	1781.47
Moorland Contract Cleaning	Cleaning – Visitor Centre	April	1221.83
Sandyford Properties Investments Ltd	Brown lees Storage Unit – Rent	May	624.00
Clearway	Annual Maintenance fee CCTV, Fire & Alarm System	Town Hall	2209.27
Clearway	Annual Maintenance fee Alarm System	Visitor Centre	743.76
Stage Management Services	Annual Test & Inspection Lighting Bar – Stage	Town Hall	925.00
Garden Plus	Burial Ground Maintenance	April 2026	2085.50
EDF Energy	GAS – Town Hall	March	2255.15
Royale Boiler Services Ltd	Annual Boiler Service & Gas Tightness Checks	Town Hall	528.00
1 <sup>st</sup> Biddulph Moor Scout Group	Town Council Grant Award Scheme 2026-27		1800.00
Biddulph Festival Committee	Town Council Grant Award Scheme 2026-27		2000.00
Biddulph In Bloom	Town Council Grant Award Scheme 2026-27		19000.00
Biddulph Greenfingers	Town Council Grant Award Scheme 2026-27		500.00

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Biddulph Youth & Community Zone	Town Council Grant Award Scheme 2026-27		1750.00
Citizens Advice Staffordshire North and Stoke on Trent	Town Council Grant Award Scheme 2026-27		19000.00
Douglas Macmillan Hospice	Town Council Grant Award Scheme 2026-27		800.00
Knypersley Cricket Club	Town Council Grant Award Scheme 2026-27		2000.00
Moorlands Voluntary and Community Transport	Town Council Grant Award Scheme 2026-27		1800.00
Staged CIO	Town Council Grant Award Scheme 2026-27		1225.00
The Green Tree House	Town Council Grant Award Scheme 2026-27		5175.00
EDF Energy	GAS – Town Hall	April	1297.33
Charltons Solicitors	Legal Advice		1800.00
Gary Smith	Lanterns Repair and installation of timers, Repair fault door Visitor Centre, Electrical repairs at Town Hall, Replacement of Bus Hub Emergency Lights	Lanterns, Visitor Centre, Town Hall & Bus Hub	1170.00
<i>The Green Tree House</i>	<i>Correction: Ref TC 08.07.25 – read 8000.00 s/b 7900.00</i>	<i>Town Council Grant 2025-26</i>	<i>7900.00</i>

<b>Expenditure less than £500</b>			
Tidysite Skip Services	Bin Emptying – w/c 27/04/26	Inv 167422	113.76
Stone Town Council	Mayors Tickets x2 Civic Dinner		84.00
SMDC	Business Rates – Storage Unit	May	212.00
Beartown Soul Promotions	Biddulph's Got Soul 25.04.26: Artwork, Tickets, DJs and Equipment	Mayors Charities Event	325.00
Clearway	Alarm Callout reset 23.03.26	Town Hall	101.40



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD



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Clearway	Alarm Callout reset 31.03.26	Town Hall	101.40
Octopus Energy	Visitor Centre – Electricity	April	458.83
CEF Electrical	Screw Lid	Inv STO/340071	6.42
CEF Electrical	LED Bulkhead	Inv STO/340287	102.91
Toni's Treats	BLPG – Refreshments	INV 5	75.00
Sandyford Property Investments Ltd	Brown Lees Storage Unit – Service Charges	May	24.00
Tidysite Skip Services	Bin Emptying – w/c 20/04/26	Inv 167131	178.75
Fifteen Group Ltd	Wifi & Office Phones -April	INV 131011	94.80
Philip Hardaker	Restoration of Biddulph Artwork, cleaning and painting		125.00
Hanley Print Services	Booklets – Clubs/Societies	Inv 15045	485.00
Richard Parker	Piano Tuning	Town Hall	75.00
NatWest	Bank Charges	28 Feb to 02 Apr	0.35
C J Skelhorne Jewellers	Past Mayor Jewel Engraved		374.40
Tonis Treats	BLPG Refreshments 28.04.26	INV 6	96.00
Tonis Treats	BLPG Refreshments 05.05.26	INV 7	30.00
Prism	Phone Charges – March	INV	298.79
Reliance High Tech	Lone Working Devices – April 2026	INV 27010749	37.80
Waterplus	Water Supply – Burial Ground	12 March to 12 April	109.29
CEF Electrical	Electrical Parts		424.10
Biddulph Library (SCC)	Warm Spaces 1 <sup>st</sup> Apr to 26 <sup>th</sup> June	BWT	410.00
Leek Town Council	Mayors Ticket – Civic Celebration		40.00
Eon Next	Electricity – Christmas Lights Supply	April	17.64
Eon Next	Electricity – Storage Unit	April	14.79
Euro Digital Systems	Printing – 26 March to 25 Apr	Inv 166192	243.85



LOCAL COUNCIL  
AWARD SCHEME  
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Starboard Systems (Scribe)	Civic.ly Subscription	May	151.20
Octopus Energy	Bus Hub - Electricity	31 <sup>st</sup> March to 3 May	118.93
1 <sup>st</sup> Biddulph Moor Rainbows & Brownies	Town Council Grant Award Scheme 2026-27		400.00
Biddulph District Guides	Town Council Grant Award Scheme 2026-27		400.00
Biddulph Ladies Afternoon Club	Town Council Grant Award Scheme 2026-27		300.00
Biddulph Moor Evergreens	Town Council Grant Award Scheme 2026-27		250.00
Friends of B.R.I.C	Town Council Grant Award Scheme 2026-27		400.00
Kingsfield Singers	Town Council Grant Award Scheme 2026-27		200.00
Waterplus	Water Supply – Storage Unit	01 Apr to 01 May	22.06
Waterplus	Water Supply – Town Hall	27 March to 27 April	265.37
Prism Business Developments	Chief Officer – Laptop Upgrade		303.89
Tidysite Skip Services	Bin Emptying – w/c 04/05/26	Inv 167729	162.48
Jodie Hancock	Reimbursement – Biddulph Scratch Supplies/Refreshments	May	22.49

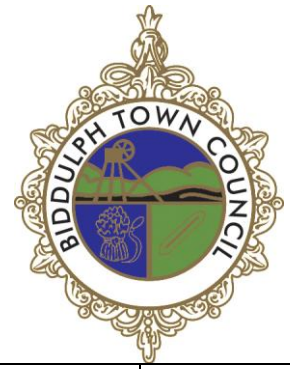
Credit Card			
GiffGaff	Mobile Phone	May	8.00
GiffGaff	Mobile Phone	May	8.00
GiffGaff	Mobile Phone	May	8.00
Amazon	Blu-Ray	Biddulph Scratch	14.99
Amazon	Litter Picking Bag Holder		19.99
Amazon	St George Flags	St Georges Day	6.98



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Amazon	Litter Picking Bag Holder		19.99
Amazon	Civic Award – Prize (The Family Hub)	Gift Card	25.00
Amazon	Blu- Ray	Biddulph Scratch	14.99
Screwfix	Tarpaulin & White Toilet Seat	Moorland Rd Allotments/ Visitor Centre	70.31
Sainsburys	Meeting Refreshments / Board in Biddulph Refreshments		92.96
Sainsburys	Doorguard Batteries	Office	12.50
DIY Matador	Pea Gravel		19.51
Land Registry	Searches	1000009748631	7.00
Land Registry	Searches	1000009721191	14.00
Land Registry	Searches	1000009721228	14.00
Sainsburys	Meeting Refreshments/ Cleaning Supplies		14.75
Facebook	Social Media Advertising		14.62
Made by Cooper	Classic Vehicle Show – Badges	2026	388.80
Premier Print	Signs	Butterfly Garden/No Parking Aldi	30.58
Sainsburys	BLPG Refreshments 06.05.26		20.40
Wickes	Paint		60.00

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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