**SADDLEWORTH**



Parish Council

14 May 2025

To: The Chair, Vice Chair and Members of the Council

Dear Councillor

I hereby summon you to the Annual Meeting of the Council which will be held in the ballroom at the Civic Hall, Lee Street Uppermill on **Monday 19 May 2025 at 7.30pm** for the purpose of conducting the undermentioned business.

Prayers will be said prior to the commencement of the meeting, by Rev Shirley Harrison, Chair’s Chaplain.

Yours sincerely,

**K E Allott**

Karen Allott

Clerk to the Council

**Working for Saddleworth**

**Karen Allott, Clerk to the Council**

**Council Offices, Civic Hall, Lee Street, Uppermill, Saddleworth OL3 6AE**

**Tel: 01457 876665**

**e-mail:** [**enquiries@saddleworthparishcouncil.org.uk**](mailto:enquiries@saddleworthparishcouncil.org.uk)[**www.saddleworthparishcouncil.org.uk**](http://www.saddleworthparishcouncil.org.uk)

**AGENDA**

1. **To receive apologies for absence**
2. **To receive Declarations of Interest**
3. **To approve the Minutes of the Ordinary Council Meeting held 28th April 2025**
4. **Election of the Chair 2025/2026**

To elect a Chair of the Council for the year 2025/26

b) To invest the Chair with Chain of Office

c) To receive the Chair’s Declaration of Office

1. **Presentation of Past Chair’s Medallion**
2. **Chair’s Consort**

a) To invest the Chair’s Consort with Chain of Office

b) Presentation of Past Chair’s Consort Medallion

1. **Inaugural speech by the new Chair**
2. **Election of the Vice Chair**

a) To elect a Vice Chair of the Council for the year 2025/2026

b) To invest the Vice Chair with Chain of Office

c) Outgoing Chair’s vote of thanks to the staff

d) To invest the Vice Chair’s Consort with the chain of office

1. **A vote of thanks to the retiring Chair for their services during the year**
2. **Reply to the vote of thanks by the retiring Chair**
3. **Annual Governance Statement for year ended March 2025**

This will be presented at the same time as the AGAR after the internal audit has been completed.

1. **Financial Regulations for the year 2025/2026**

The updated Financial Regulations will be presented later in the year.

1. **To adopt the current Standing Orders** (in progress, final document to be presented to council later in the year).
2. **To establish the Constitution of the Standing Committee of the Council (**Proposed Memberships of Committees to be shared following Association of Councillor’s meeting)
   * 1. Planning Committee (at least 12)
     2. Finance Committee (9)
     3. Assets Management Committee (at least 7)
     4. Communications Committee (at least 5)
     5. Staffing Committee (at least 5)
     6. Disciplinary Committee (at least 5)
     7. Appeals Committee (at least 5)
     8. Environment & Traffic Committee (at least 10)
     9. Strategic Planning Committee (at least 6)
     10. Civic Functions Committee (at least 6)

**15. To appoint the Chair and Vice Chair of each Committee.**

**16. To accept the calendar of meetings of the Council for the ensuing year**. (Circulated previously)

**17. To appoint representatives on outside bodies**

* + 1. Standards Committee (1)
    2. Peak Park Parishes Forum (1)
    3. Millgate Arts Centre (2)
    4. Huddersfield Canal Society (1)

**18. To appoint Representatives to Saddleworth Educational and other Charities**

* + 1. Hawkyard & Whitehead Educational Foundation (2)
    2. Trustees of the Rochdale United Charity (2)

**19. To approve the Bank Account authorised signatories for 2024/2025**

* + 1. Chair, Vice Chair, Chair of Finance Committee,
    2. Vice Chair of Finance Committee, Chair of Assets Management
    3. Clerk to the Council
    4. RFO

**20. To approve the Accounts for Payment for April 2025**

Total Income £**3,608.42** Total Expenditure £**43,183.47**

**See Appendix 1**

There were no payments made in accordance with Section 137 and 139 of the Local Government Act 1972.

**21. Inventory of Living Heritage in the UK (Cllr Garner)**

**22. Motion from Cllr Bishop, Seconded Cllr Al-Hamdani.**

**Motion to review the management model of the Civic Hall**

Parish Councils are the form of government closest to the people. They provide an accessible and localised offer, delivering services which in Saddleworth include a Civic building, cemetery, allotments, recreational spaces and of course, through our various committees, representing the views of local people to those higher up the decision-making chain.

Historically, like all areas of local government, Parish Councils have enjoyed a more financially secure environment than they have over the last decade. More recently, many Parish Councils have had to adapt the way they work to ensure that they are operating within their means, whilst still providing the best service possible for residents.

Saddleworth is fortunate to own such a grand Civic building, and it is a source of local pride and identity. Built in 1859 in the Gothic style and extended in 2016 to incorporate new offices and meeting rooms, it has been at the centre of Saddleworth life for as long as most of us can remember and as such, it is vitally important that it remains sustainable so that it can be used and enjoyed for generations to come.

Unfortunately, with an aging building comes an array of maintenance issues, some of which have required costly repairs. We have fortunately been just about able to manage these so far, but it is becoming increasingly difficult, and there may need to be changes if we are to continue providing this facility whilst making the necessary upgrades. To this end, I would like to suggest that a working group is established to investigate and report back on all the possibilities available and whether they may be a good fit for the Parish in future.

**This Council notes that:**

There are increasing costs associated with the maintenance of the Civic Hall

There is a real need to address the sustainability of the Civic Hall going forward

There are different operational and management models available which should be researched

**This Council resolves to:**

Establish a Task and Finish group to research different methods of operating the Civic Hall by engaging with and visiting other Parish and Town Councils to see how they manage their major assets.

Explore the different management models available and prepare a report to be delivered to full council listing the options available along with an analysis of the benefits and the drawbacks.

Use the information provided by the task and finish group to decide upon a preferred course of action, or none.

**Date of next Annual Meeting Monday 18th May 2026 at 19.30hrs.**

**Appendix 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| April 25 Payments |  |  |  |  |
| Bank Date | Supplier | Details | Code | Amount £ |
| 03-Apr-25 | ZURICH INSURANCE | Insurance 24-25 - Qtr to 31/5/25 | 108 | 1,208.66 |
| 08-Apr-25 | TV LICENCE | TV Licence | 324 | 15.00 |
| 09-Apr-25 | BRITISH GAS | Electricity 23/2 - 23/3/25 | 302 | 1,370.83 |
| 10-Apr-25 | BUCKLE J SON | Dawsons Field & Red Row grass cuts x1 3/25 | 433 | 110.00 |
| 10-Apr-25 | CAPRICORN SECURITY | Elvis Tribute - 1/3/25 | 318 | 237.60 |
| 10-Apr-25 | THE GATE INN, DIGGLE | Community Toilets Q4 2024-25 | 125 | 150.00 |
| 10-Apr-25 | THE SWAN, DOBX | Community Toilets Q4 2024-25 | 125 | 150.00 |
| 10-Apr-25 | JUNCTION INN , DENSHAW | Community Toilets Q4 2024-25 | 125 | 150.00 |
| 10-Apr-25 | KING BILL , G/FIELD | Community Toilets Q4 2024-25 | 125 | 150.00 |
| 10-Apr-25 | S/WORTH CRAFTS, DELPH | Community Toilets Q4 2024-25 | 125 | 150.00 |
| 10-Apr-25 | THE LITTLE SHOP, UPPERMILL | Community Toilets Q4 2024-25 | 125 | 150.00 |
| 10-Apr-25 | DAVE TALBOT-CEDAR | Civic Hall Grass Cutting x1 - 3/25 | 307 | 80.00 |
| 10-Apr-25 | DAVID J THOMASSON | Allotments Knotweed Treatment - 1st 50% | 432 | 297.50 |
| 10-Apr-25 | EASY WEB SITES | Website Management Fee - 4/25 | 440 | 30.36 |
| 10-Apr-25 | STAFF EXPENSES | Office Milk | 169 | 3.10 |
| 10-Apr-25 | KEYSTAFF AGENCY | Casual Staff - (Sick Leave cover) | 301 | 128.04 |
| 10-Apr-25 | LINK FIRE & SECURITY | Call Out re fire alarm fault due to leak | 307 | 96.00 |
| 10-Apr-25 | LINK FIRE & SECURITY | New fire alarm sounders and circuitry | 307 | 444.00 |
| 10-Apr-25 | LINK FIRE & SECURITY | Fire Extinguisher Maintenance and Service Contract | 307 | 282.00 |
| 10-Apr-25 | MBHARRINGTON | Cemetery - Instal gate / signage / CCTV camera | 201 | 588.00 |
| 10-Apr-25 | PURE-TECH UK | Water Monitoring 1-3/25 + Shower & TMV service | 307 | 375.00 |
| 10-Apr-25 | SEFTONS | Payroll - 3/25 | 161 | 48.00 |
| 10-Apr-25 | UK SAFETY MANAGEMENT | Annual PAT testing | 307 | 518.59 |
| 10-Apr-25 | VIKING STATIONERY | Stationery | 105 | 71.76 |
| 10-Apr-25 | WATER PLUS | Water - 3/25 | 321 | 427.84 |
| 11-Apr-25 | AMAZON | Cemetery - CCTV camera rechargeable batteries & charger | 201 | 28.11 |
| 11-Apr-25 | AMAZON | Sebo Vac bags | 306 | 11.97 |
| 14-Apr-25 | SALARIES | Admin - 4/25 | 103 | 4,449.57 |
| 16-Apr-25 | SALARIES | Civic - 4/25 | 301 | 4,907.28 |
| 15-Apr-25 | BT GROUP | Phone/Internet 1/4/25 - 30/6/25 | 107 | 471.91 |
| 15-Apr-25 | OMBC | Rates - Cemetery | 211 | 47.04 |
| 15-Apr-25 | OMBC | General Rates - Civic Hall | 304 | 1,161.75 |
| 15-Apr-25 | OMBC | Refuse collection | 308 | 274.20 |
| 16-Apr-25 | AMAZON | Balcony Stairs - Strip Lights & Fluorescent Tape | 307 | 83.96 |
| 16-Apr-25 | CAPRICORN SECURITY | Oasis Tribute - 14/3/25 | 318 | 594.00 |
| 16-Apr-25 | ELCONS HR/LAW | HR/Legal Consultancy (30) - 4/25 | 120 | 121.20 |
| 16-Apr-25 | GREENFIELD PUBLISHING | Monthly Advert - 4/25 | 441 | 98.40 |
| 16-Apr-25 | STAFF EXPENSES | Estate Mileage - 15/4/25 | 102 | 8.10 |
| 16-Apr-25 | SLCC (Soc of Local Council Clerks) | Annual Subscription 2025-26 | 119 | 300.00 |
| 17-Apr-25 | OMBC | Pest Control | 308 | 30.00 |
| 22-Apr-25 | COMMERCE BUSINESS | Copier/Printer Usage | 105 | 77.94 |
| 22-Apr-25 | EDF ENERGY | Gas - 3/25 | 303 | 926.76 |
| 22-Apr-25 | HMRC | Tax & NI - Admin - 3/25 | 103 | 1,393.76 |
| 22-Apr-25 | HMRC | Tax & NI - Civic - 3/25 | 301 | 1,214.18 |
| 24-Apr-25 | SHORROCK TRICHEM | Hygiene | 316 | 149.26 |
| 25-Apr-25 | AMAZON | Balcony Stairs - Fluorescent Tape (additional) | 307 | 11.99 |
| 28-Apr-25 | AMAZON | Aluminium Foil for Radiators | 307 | 12.99 |
| 28-Apr-25 | GET LICENSED | Staff training - APLH Level 2 | 124 | 99.99 |
| 30-Apr-25 | GMPF | Pensions - Admin - 4/25 | 103 | 1,085.44 |
| 30-Apr-25 | GMPF | Pensions - Civic - 4/25 | 301 | 1,112.93 |
| 30-Apr-25 | PUBLIC WORKS LOAN | Capital Repayment | 319 | 10,254.30 |
| 30-Apr-25 | PUBLIC WORKS LOAN | Interest | 320 | 7,024.16 |
|  |  |  |  | 43,183.47 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Car Park Wall Repair - Completed April 2025 |  | Amount £ |
|  |  | Total Cost (Including VAT) - ex M Swift Builders |  | 67,942.62 |
|  |  | Insurance Proceeds received from Zurich |  | (40,000.00) |
|  |  | Balance paid by SPC 16/4/25 |  | 27,942.62 |
|  |  | VAT reclaimable |  | (11,323.77) |
|  |  | Net cost funded from Reserves |  | 16,618.85 |