**Minutes from the Annual Council Meeting held at the Civic Hall, 19 May 2025**

Present: Cllrs B. Beeley (CH) H. Bishop (VC)

S. Al- Hamdani M. Birchall

R. Blackmore J. Garner

P. Gaul A. Marland

K. Phillips M. Powell

G Sheldon L. Thompson

D. Wall B. Witt

A. Wrigley

**Prayers were led by the Rev Ken McNally**

**1660. Chair’s Welcome**

The Chair welcomed Councillors, guests and members of the public to the meeting.

**1661. Apologies for absence:** Cllrs E. Adamson, K. Barton, K. Dawson, L. Dawson, P. Walsh.

**1662. Declarations of Interest:** None were declared.

**1663. Minutes of the Ordinary Council meeting held on 28 April 2025**

The minutes were agreed as a true record, proposed by Cllr Al-Hamdani, seconded Cllr Sheldon, and signed by the Chair.

**1664. Election of the Chair 2025/2026**

It was proposed by Cllr Al-Hamdani, seconded by Cllr Blackmore and resolved by a vote of the Full Council that Cllr H Bishop be elected Chair of the Parish Council for the ensuing year. Both Councillors spoke in support of Cllr Bishop.

Cllr Bishop was invested with the Insignia of Office by the retiring Chair Cllr B Beeley following which the Declaration of Acceptance of Office was read out and signed by Cllr Bishop and witnessed by the Clerk.

The Chair’s Consort Mr William Bishop, was invested with the Insignia of Office by the retiring Chair’s Consort Cllr A Marland.

Cllr Bishop presided over the rest of the meeting and made her speech, please refer to appendix 2.

**1665. Election of the Vice Chair 2025-2026**

It was proposed by Cllr Al-Hamdani seconded by Cllr Phillips and resolved by a vote of the Full Council that Cllr B Beeley be elected as Vice Chair. Both Councillors spoke in support of Cllr Beeley.

Cllr Beeley was presented with the Insignia of Office by the Chair.

Her Consort, Cllr A Marland was invested with the Insignia of Office by Mr William Bishop.

Cllr Beeley thanked her fellow Councillors for electing her as Vice Chair. She thanked the staff at the Civic Hall for the excellent work they do in maintaining the Civic Hall and other Parish Council property and in running the affairs of the Parish Council so efficiently.

**1666. Vote of thanks to the retiring Chair.**

Cllr Marland proposed and Cllr Garner seconded a sincere vote of thanks to the retiring Chair for what she had done over the past year.

Cllr Beeley spoke about her year as Chair. Please refer to appendix 3.

**1667. Annual Governance Statement for year ended March 2025**

Cllr Al-Hamdani (Chair of Finance Committee) explained that the AGAR will be approved once the internal audit is completed. The Accounts will be presented to the Ordinary Council at a meeting later in the year.

**1668. Financial Regulations for the year 2025/2026**

Cllr Al-Hamdani explained that the updated Financial Regulations will be presented later in the year.

**1669. To adopt the Standing Orders for the year 2025-25**

Cllr Gaul introduced the recommendations of the task and finish group. He explained the proposed change to the Standing Orders listed below and that more changes were in progress; the final proposed document will be presented later in the year.

Cllr Bishop read out the proposal:

* The Full Council will meet 8 times per year (reduced from 11) with 4 of these meetings held across the Parish
* One Christmas social evening in December

It was resolved to adopt the standing orders for 2025-26 with the agreed change. Proposed by Cllr Al-Hamdani, seconded by Cllr Gaul. 12 in favour with 3 abstentions, carried.

**1670. To establish the Constitution of the Standing Committee of the Council.**

It was proposed by Cllr Bishop and seconded by Cllr Al-Hamdani and resolved that the Standing Committees be established as follows:

**Planning Committee (at least 12)**

Chair: Cllr Bishop

Vice Chair: Cllr Beeley

Cllrs: Adamson, Blackmore, Gaul, Birchall, Dawson L, Dawson L, Garner, Thompson, Witt. 1 vacancy to be filled.

**Finance Committee (9)**

Chair: Cllr Al-Hamdani

Vice Chair: Cllr Sheldon

Councillors: Barton, Bishop, Blackmore, Dawson L, Phillips, Thompson, Walsh.

**Assets Management Committee (at least 7)**

Chair: Cllr Sheldon

Vice Chair: Cllr Dawson L

Councillors: Beeley, Dawson K, Gaul, Phillips, Thompson, Wall, Wrigley.

**Communications Committee (at least 5)**

Chair: Cllr Al-Hamdani

Vice Chair: Cllr Bishop

Councillors: Birchall, Dawson L, Marland, Powell.

**Staffing Committee (at least 5)**

Chair: Cllr Phillips

Vice Chair: Cllr Sheldon

Councillors: Barton, Bishop, Blackmore.

**Disciplinary Committee (at least 5)**

Chair: Cllr Bishop

Vice Chair: Cllr Phillips

Councillors: Barton, Marland, Wall

**Appeals Committee (at least 5)**

Chair: Cllr Beeley

Vice Chair: Cllr Dawson L

Councillors: Adamson, Al-Hamdani, Walsh

**Environment & Traffic Committee (at least 10)**

Chair: Cllr Beeley

Vice Chair: Cllr Phillips

Councillors: Adamson, Al-Hamdani, Bishop, Gaul, Garner, Marland, Powell, Wall, Witt.

**Strategic Planning Committee (at least 6)**

Chair: Cllr Beeley

Vice Chair: Cllr Al-Hamdani

Councillors: Blackmore, Barton, Gaul with 1 vacancy.

**Civic Functions Committee (6)**

Chair: Cllr Bishop

Vice Chair: Cllr Beeley

Councillors: Adamson, Dawson L, Wrigley, Clerk.

It was proposed by Cllr Bishop, the following changes to the Committee Terms of Reference:-

Planning Committee to meet at 7pm.

Seconded Cllr Garner, carried.

Finance Committee to hold 2 combined meetings with Asset Management Committee.

Seconded Cllr Al-Hamdani, 14 in favour, 1 against, carried.

Assets Management Committee

* 2 combined meetings with Finance Committee
* To take over Community toilets from Environment
* To ensure any proposed overspend to budget is notified to, and approved by, the Finance Committee in advance of any commitment.

Seconded Cllr Thompson, 14 in favour, 1 against, carried.

Staffing Committee

* to review the Employee handbook periodically in line with ELCONS
* Chair of Staffing to report on any actions taken in their role
* Clerk to report on Staffing issues
* To ensure any proposed overspend to budget is notified to, and approved by, the Finance Committee in advance of any commitment.

Seconded Cllr Phillips, carried.

Appeals & Disciplinary Committee

* Disciplinary & Appeals Committee is to cover Parish Council Employees.
* Councillor issues to be referred to OMBC Standards Committee.
* Chair of Council is the Chair of the Disciplinary Committee
* Vice Chair of the Council is the Chair of the Appeals Committee

Seconded Cllr Thompson, carried.

The Environment & Traffic & Transport Committees

* Are merging into one Committee with a minimum of 10 members.
* Cllr Beeley to be Chair, Cllr Phillips to be Vice Chair
* To ensure any proposed overspend to budget is notified to, and approved by, the Finance Committee in advance of any commitment.

Seconded Cllr Phillips, carried.

Communications Committee

* To ensure any proposed overspend to budget is notified to, and approved by, the Finance Committee in advance of any commitment

Seconded Cllr Al-Hamdani, carried.

Strategic Planning

* To meet at least 4 times per year or as required
* To ensure any proposed overspend to budget is notified to, and approved by, the Finance Committee in advance of any commitment

Seconded Cllr Blackmore, carried.

**1671. To appoint the Chair and Vice Chair of each Committee.**

It was proposed by Cllr Bishop, seconded Cllr Garner, carried.

**1672. To accept the calendar of meetings of the Council for the ensuing year**.

It was proposed by Cllr Bishop, seconded by Cllr Gaul and resolved that the calendar of meetings be adopted.

**1673. To appoint representatives on outside bodies**

It was proposed by Cllr Bishop, seconded by Cllr Garner and resolved that the representatives to outside bodies be established as follows:

Standards Committee (1) - Cllr Blackmore

Peak Park Parishes Forum (1) – Cllr Beeley

Millgate Arts Centre (2) – Cllrs Phillips and Thompson

Huddersfield Canal Society (1) – Cllr Garner

**1674. To appoint Representatives to Saddleworth Educational and other Charities**

It was proposed by Cllr Bishop, seconded by Cllr Marland and resolved that the representatives to outside bodies be established as follows:

Hawkyard & Whitehead Educational Foundation (2) –, Cllrs Bishop, Marland

Trustees of the Rochdale United Charity (2) – Cllrs Al-Hamdani, Adamson

Armed Forces (1) – Cllr Al-Hamdani

**1675.** **To approve the Bank Account authorised signatories for 2025/2026**

It was proposed by Cllr Al-Hamdani, seconded Cllr Sheldon and resolved to approve the authorised signatories**.**

Chair: Cllr Bishop

Vice Chair: Cllr Beeley

Chair of Finance Committee: Cllr Al-Hamdani

Vice Chair of Finance Committee: Cllr Sheldon

Chair of Assets Management: Cllr Sheldon

Clerk to the Council: Mrs K Allott

RFO: Mr J Price

**1676. To approve the Accounts for Payment for April 25**

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

It was proposed by Cllr Al-Hamdani, seconded Cllr Sheldon, and resolved that the list of Accounts for Payment for April 25 be approved. There were no payments made in accordance with Section 137 and 139 of the Local Government Act 1972.

See Appendix 1

**1677. Inventory of Living Heritage in the UK.**

Cllr Garner explained that the Department for Culture, Media and Sport (DCMS) has announced that it will be seeking suggestions this summer for the new Inventory of Living Heritage in the UK.

There’s a category for Social Practices, which includes festivals and customs. He suggested the Parish Council nominate the Whit Friday Brass Band Competition, and the Rushcart Festival. Yorkshire Day was also suggested.

He advised that Saddleworth Parish can then spearhead bids, on behalf of the community, whenever the nomination process opens.

Proposed by Cllr Garner, seconded Cllr Sheldon, carried.

**1678. Notice of Motion to review the management model of the Civic Hall (Proposed by Cllr Bishop).**

“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”.

Cllr Bishop explained why this Motion had been added to the agenda of the Annual meeting as the next full meeting of the Council will not be held until the end of July. She gave a brief resume and advised she wished to establish a Task & finish Group to review how the civic Hall functions and to investigate how other Parishes and Town Cancels manage their major assets and formulate a business plan.

It was resolved a Task & Finish Group be set up to address this**.** Proposed Cllr Bishop, Seconded Cllr Al-Hamdani, Motion carried.

Cllr Bishop asked that Councillors interested in joining this Task & Finish Group to contact the Clerk so an initial meeting can be arranged.

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

The meeting closed at 8.35pm.

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 |

Appendix 2

Chair’s Speech 2025

To follow

Appendix 3

. Outgoing Chair’s Reply 2025, Cllr Beeley.

Thank you for those kind words.

This has been an extremely busy year for the Parish Council. We have had presentations from several different organisations with a view to closer ties and more involvement in their work. These have been the CEO of the PDNPA as the PDNPA is involved in the Neighbourhood Plan and part of Saddleworth lies within the park, a representative from the RSPB as we have continued to be involved with Dovestone, and Network Rail because of the ongoing works and the current fight to save the Moorgate Crossing. The other presentations have been the proposed provision of Health Care in Saddleworth including a new Health Centre and community clinics and the possibility of a Banking Hub for Saddleworth. All these have produced conversations which are still ongoing. We don’t give up easily.

We have supported other organisations or groups where we can and were involved with the Police and Rotary to provide a bleed kit on the front of this building – the first one in the borough. People think immediately of knife crime and yet they can equally be used in an emergency such as a road accident.

The committees have all worked hard and a special mention to the Strategic Planning Committee as the Neighbourhood Plan is with Oldham Council prior to its final stages of consultation, assessment by a planning inspector and then hopefully the final hurdle of the referendum where all Saddleworth electors can cast their vote.

We have had some fun along the way. Judging Saddleworth in Bloom, and did it rain! Saddleworth Illuminations, the Civic Celebration and of course the VE Day tea party attended by over 100 senior citizens, including veterans, it was an outstanding success. They want to find a reason to have another one next year!

The Chair’s Charity Committee have come up trumps again. We’ve had some great outings and lunches whilst raising just short of £7000 for charity, over half of which is going to local groups and causes.

Finally to the Thank yous:-

My consort Cllr Marland for making sure I was in the right place at the right time

My fellow councillors for supporting me

Rev Ken McNally for being my chaplain

The members of the Charity Committee

And finally once again the Civic Hall staff; they’ve been brilliant.

And I send my best wishes to Cllr Bishop for her year in office.

Thank you.