

**RESOLVED** to agree and sign the minutes as a true and accurate record.

## PROPOSED Cllr Plant

## SECONDED Cllr Bloor.

On being put to the vote, the Resolution carried unanimously.

**149/25 THE MINUTES OF EVENTS COMMITTEE HELD ON 16<sup>TH</sup> OCTOBER 2025.**

Consideration was deferred to the 18<sup>th</sup> December 2025 meeting as insufficient Councillors were present who had also been present at the 16<sup>th</sup> October 2025 meeting.

**150/25 THE MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 20<sup>TH</sup> OCTOBER 2025.**

**RESOLVED** to agree and sign the minutes as a true and accurate record.

### PROPOSED Cllr Plant

## SECONDED Cllr Hardwick.

On being put to the vote, the Resolution carried unanimously by those present who had attended the meeting of 20<sup>th</sup> October 2025.

**151/25 THE MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD  
ON 20<sup>TH</sup> OCTOBER 2025.**

**RESOLVED** to agree and sign the minutes as a true and accurate record.

### PROPOSED Cllr Bloor

**SECONDED** Cllr Mosley.

On being put to the vote, the Resolution carried unanimously by those present who had attended the meeting of 16<sup>th</sup> October 2025.

**152/25 TO CO-OPT A NEW COUNCILLOR TO FILL THE VACANCY IN THE COLWICH AND LITTLE HAYWOOD WARD.**

The Chairman invited the applicants to address the Council in support of their co-option applications. Following questions from Councillors the Chairman put the applications to the vote:

APPLICANT	VOTES
Duncan Sandbrook	4
Stephen Grocott	6

Stephen Grocott was duly co-opted onto Colwich Parish Council and signed his acceptance of office form, witnessed by the Chief Officer. Cllr Grocott joined the Council for the rest of the meeting.

Mr Sandbrook apologised and left the meeting.

**153/25 THE CHAIRMAN'S REPORT** was noted.

**154/25 THE BOROUGH COUNCILLOR'S REPORTS** was noted.

**155/25** There was no **COUNTY COUNCILLOR REPORT** (see 144/25).

**156/25 FINANCE AND ADMINISTRATION**

- a. The payments made by Standing Order, Direct Debit, Electronic Payment and cheques issued since the last Full Council meeting were noted.<sup>i & ii</sup>
- b. The receipts received since the last Full Council meeting were noted.<sup>iii & iv</sup>
- c. The Bank Statements and Reconciliation were noted.
- d. The conclusion of the audit was noted.

**157/25 THE MEMBERSHIP OF THE YOUNG PEOPLE AND NEIGHBOURHOOD PLAN COMMITTEES UP TO MAY 2026.**

**RESOLVED** to elect:

**Young People Committee**

Cllr Meakin

**Neighbourhood Plan Committee**

Cllr Hardwick

**RESOLVED** that the Chairman and Vice Chairman of the Council should be the Chairman and Vice Chairman, respectively, of the Neighbourhood Plan Committee and that the terms of reference be drafted accordingly.

**PROPOSED** Cllr Plant **SECONDED** Cllr Hall.

On being put to the vote, the Resolution carried unanimously.

**158/25 THE MEETING TIMETABLE FOR 2026.**

**RESOLVED** to agree and publish the timetable for 2026.

**PROPOSED** Cllr Plant **SECONDED** Cllr Mosley.

On being put to the vote, the Resolution carried unanimously.

**159/25 The LEISURE COMMITTEE BUDGET FOR 2026/27**

**RESOLVED** to recommend a budget of £5,000 to the **FINANCE COMMITTEE MEETING OF 13<sup>TH</sup> NOVEMBER 2025.**

**PROPOSED** Cllr Dunn **SECONDED** Cllr Plant.

On being put to the vote, the Resolution carried unanimously.

**160/25 The NEIGHBOURHOOD PLAN COMMITTEE BUDGET FOR 2026/27.**

**RESOLVED** to recommend a budget of £2,500, to **THE FINANCE COMMITTEE MEETING OF 13<sup>TH</sup> NOVEMBER 2026.**

**PROPOSED** Cllr Plant **SECONDED** Cllr M Forster.

On being put to the vote, the Resolution carried unanimously.



**PROPOSED Cllr****SECONDED Cllr**

On being put to the vote, the Resolution carried unanimously.  
Cllr Mosley left the meeting.

**RESOLVED** to amend the event timetable to be:

4:00PM	Opening of the event with Festive Music and arrival of Santa
4:30PM	Lucky Lee
5:00PM	Anson School Choir
5:15PM	Lucky Lee
5:30PM	Colwich School Choir
5:45PM	Lucky Lee
6:00PM	St John's School Choir
6:15PM	Lucky Lee
6:30PM	Lights switch on
6:40PM	Joint School Choir

**RESOLVED** that the Chief Officer writes to the three schools with the revised timetable.

**RESOLVED** that the alternative timetable to be the 3 winners joining the Chairman at the JPF to switch-on the lights.

**RESOLVED** that the winners of the school poster competition be invited to "switch-on" the lights.

**PROPOSED Cllr Plant****SECONDED Cllr Hardwick.**

On being put to the vote, the Resolution carried unanimously.

**RESOLVED** to reapply Standing Order 1.4 and to readmit members of the public and press from the meeting.

**PROPOSED Cllr Plant****SECONDED Cllr Hardwick.**

On being put to the vote, the resolution carried unanimously.

165/25

**THE REVISED POLICY AND HEALTH & SAFETY DOCUMENTS.**

**RESOLVED** to agree and sign the revised policies:

PD012 Code of Conduct for Councillors.

PD013 Electronic Communications.

**RESOLVED** to defer consideration of the Health and Safety policies:

PD301 Health and Safety Policy Statements.

PD302 Display Screen Equipment.

PD303 Manual Handling.

PD304 Lone Working.

**PROPOSED Cllr Hardwick****SECONDED Cllr Plant.**

On being put to the vote, the Resolution carried unanimously.

**166/25 THE GROUNDS MAINTENANCE ASSOCIATION (GMA)**

**RESOLVED** to join the GMA.

**PROPOSED** Cllr Dunn                      **SECONDED** Cllr Plant.  
On being put to the vote, the Resolution carried unanimously.

**167/25 THE WINTER NEWSLETTER.**

**RESOLVED** to include the following articles:

Christmas Lights switch-on	Christmas Lights competition
Local History	2024/25 and 2025/26 Budget clarification
In Bloomer (Cllr Bloor)	WI (Cllr Hill)
Tolkien Project	Cllr Grocott bio
Local Baker (Cllr Meakin)	Walks in the Village book

**PROPOSED** Cllr Hardwick                      **SECONDED** Cllr plant.  
On being put to the vote, the Resolution carried unanimously.

**168/25 DATE OF NEXT MEETING** to be 18<sup>th</sup> December 2025.

Meeting closed at 9:59pm.

### Current & Deposit Bank A/cs

Payments made between 01/09/2025 and 30/09/2025

#### Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2025	Ash Waste Services	DD	246.41		41.07	4308	301	205.34	AWS - Wzster collection
02/09/2025	GeoXphere	EP	120.00		20.00	4015	101	100.00	Subscription Parish On Line
02/09/2025	SLCC	EP	36.00		6.00	4010	102	30.00	Webinar FAW "Market Parish"
02/09/2025	Benhill Press	EP	447.00			4028	103	447.00	Newsletter No 122
05/09/2025	Cloudy Group Ltd	DD	351.00		58.50	4053	101	246.50	MS365/Teams
						4303	301	46.00	Phones
05/09/2025	Cloudy Group Ltd	DD	1,440.00		240.00	4053	101	1,200.00	CRM ann subscription
05/09/2025	Cloudy Group Ltd	DD	504.00		84.00	4056	101	420.00	Inspections Ann subscription
09/09/2025	Lloyds Bank Multipay Card	Transfer	12.00				203	12.00	Repayment of payment card
12/09/2025	Sovereign Design Play Systems	EP	4,987.61		831.27	4406	401	4,156.34	40% interim balance
						342		-4,156.34	40% interim balance
						6000	401	4,156.34	40% interim balance
18/09/2025	Hutchison 3G UK Ltd	DD	90.62		15.10	4303	301	75.52	Mobile phones
23/09/2025	SCP Trans Plan Infra Design	EP	2,400.00		400.00	4419	402	2,000.00	Re car park works @ JPF
						355		-2,000.00	Re car park works @ JPF
						6000	402	2,000.00	Re car park works @ JPF
30/09/2025	Unity Trust	DD	6.00			4019	101	6.00	Manual Credit Handling Charge
30/09/2025	Unity Trust	DD	11.85			4019	101	11.85	Service Charge
30/09/2025	Corona Energy Retail 4 Limitd	DD	230.29		10.97	4304	301	219.32	Parish Centre 01/08-30/08/25

30/09/2025	Corona Energy Retail 4 Limitd	DD	179.24		8.54	4304	401	170.70	JPF 01/08-31/08/25
30/09/2025	Salaries, PAYE, NI, Pensions	Transfer	20,794.69			204		20,794.69	Salaries, PAYE, NI, Pensions
<b>Total Payments:</b>			31,856.71	0.00	1,715.45			30,141.26	

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### Lloyds Bank Multipay Card

Payments made between 01/09/2025 and 30/09/2025

#### Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2025	Lichfield District Council	CARD	1.50			4017	102	1.50	Parking receipt re banking
08/09/2025	SPAR	CARD	4.77			4043	105	4.77	Sundries for Parish Assembly
26/09/2025	Lloyds Bank Plc	DD	12.00			4019	101	12.00	Monthly Fee
<b>Total Payments:</b>			18.27	0.00	0.00			18.27	

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### Current & Deposit Bank A/cs

Receipts received between 01/09/2025 and 30/09/2025

#### Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BGC Banked: 02/09/2025		710.57						
BGC	CCLA Investment Management Ltd	710.57			1190	101	710.57	Dividend/Interest
<b>Total Receipts:</b>		710.57	0.00	0.00			710.57	



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**Lloyds Bank Multipay Card**  
**Receipts received between 01/09/2025 and 30/09/2025**

**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: <b>09/09/2025</b>		<b>12.00</b>						
Transfer	Current & Deposit Bank A/cs	12.00			200		12.00	Repayment of payment
<b>Total Receipts:</b>		12.00	0.00	0.00			12.00	