

Colwich Parish Council



To: All Councillors

YOU ARE SUMMONED TO A MEETING OF THE FULL COUNCIL ON WEDNESDAY 5TH JUNE 2024, AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

Revd Mr Michael Lennon FSLCC
Chief Officer
31st May 2024

Full Council: 14 members

Quorum: 5 members

You are welcome to attend on line via Microsoft Teams. Please click on the link below or scan the QR code.

Microsoft Teams [Need help?](#)

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Meeting ID: 397 077 352 243

Passcode: wdykkF



PUBLIC PARTICIPATION (10 minutes). Members of the public may speak once, for up to 3 minutes, on any matter itemised on the agenda.

AGENDA.

- 76/24 TO RECEIVE APOLOGIES.**
- 77/24 TO RECEIVE DECLARATIONS OF INTEREST.**
- 78/24 TO CONSIDER WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011.**
- 79/24 TO CONSIDER, AGREE AND SIGN THE MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 2ND MAY 2024.**
- 80/24 TO RECEIVE AND NOTE THE CHAIRMAN'S REPORT.**
- 81/24 TO RECEIVE AND NOTE THE BOROUGH COUNCILLORS'S REPORTS.**

- 82/24 TO RECEIVE AND NOTE THE COUNTY COUNCILLOR'S REPORT.**
- 83/24 FINANCE AND ADMINISTRATION**
- a. To note the Internal Auditors report 2023/24.
 - b. To note the payments made by Standing Order, Direct Debit, Electronic Payment and cheques issued since the last Full Council meeting.
 - c. To note the receipts received since the last Full Council meeting.
 - d. To agree and sign/authorise the cheque/online payments.
 - e. To note the Bank Statements and Reconciliation.
 - f. To consider and agree any changes in earmarked reserves.
 - g. To consider and agree any budget virements required.
 - h. To consider and agree changes to Direct Debit payments.
- 84/24 TO CONSIDER AND AGREE QUOTATIONS FOR THE FOLLOWING TO HELP IMPROVE COMMUNICATION FOR THE COUNCIL BOTH INTERNALLY AND EXTERNALLY:**
- a. A Relationship Management application hosted on Microsoft 365 and Teams which will (amongst other functions) automatically acknowledge enquiries from the public, allow enquiries to be passed to the most suitable member of staff and provide an audit trail of tasks from start to finish.
 - b. An application hosted on Microsoft 365 and Teams to allow the Lengthsmen to carry out risk assessments and other work using their mobile and laptop.
 - c. Move to using MS Teams as a telephone system to integrate both landline, mobiles and laptops.
- 85/24 TO CONSIDER AND AGREE THE PREFERRED GENERAL INSURANCE COMPANY.**
- 86/24 TO CONSIDER AND AGREE THE REVISED FINANCIAL REGULATIONS (copy to follow).**
- 87/24 TO CONSIDER THE COMPLAINT, MADE BY A RESIDENT, REGARDING THE VENUE OF THE PARISH ASSEMBLY.**
- 88/24 DATE OF NEXT MEETING: 11TH JULY 2024.**