



COLWICH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 8TH FEBRUARY 2024 AT THE PARISH CENTRE, ST. MARY’S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.

PRESENT (For all or part of the meeting): Cllr Plant (Chairman); Cllr Bloor (Vice Chairman); Cllr Birt; Cllr Dunn; Cllr B Forster; Cllr M Forster; Cllr Hall; Cllr Hardwick; Cllr Hill; Cllr Martin; Cllr Upton-Loach and Cllr Walters.

IN ATTENDANCE: Revd Mr M Lennon (Chief Officer & RFO); Mr A Egan (Deputy Chief Officer); Cllr Cooper (SBC) and Cllr McKeown (SBC).

PUBLIC PARTICIPATION: No members of the public were in attendance.

MINUTES

1/24 Revd Mr Lennon led the Council in **PRAYERS**.

2/24 **APOLOGIES** were received from Cllr Mosley (Prior engagement), Cllr Dunn (arriving late due to traffic) and Cllr Birt (need to leave by 9:30pm).

RESOLVED to accept the apologies.

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

3/24 There were no **DECLARATIONS OF INTEREST**.

4/24 There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER THE LOCALISM ACT 2011**.

5/24 **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 21ST DECEMBER 2023.**

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.

6/24 **THE MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON 6TH JUNE 2023.**

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

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

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7/24 THE MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON 13TH JULY 2023.

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

PROPOSED Cllr Hardwick **SECONDED** Cllr Walters.

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

8/24 THE MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON 11TH JANUARY 2024.

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

PROPOSED Cllr Hardwick **SECONDED** Cllr Plant.

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

9/24 THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 9TH NOVEMBER 2023.

Deferred to later in the meeting awaiting the arrival of Cllr Dunn to provide a quorum of those who attended the meeting.

10/24 THE CHAIRMAN’S REPORT was noted.

11/24 THE CLERK’S REPORT was noted.

Cllr Dunn arrived.

9/24 THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 9TH NOVEMBER 2023.

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

PROPOSED Cllr Plant **SECONDED** Cllr Upton-Loach.

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

12/24 THE BOROUGH COUNCILLORS’S REPORTS were noted.

13/24 There was no COUNTY COUNCILLOR’S REPORT.

The Chairman paused the meeting to present flowers and a birthday card to Cllr Colwill.

14/24 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.ⁱ
- b. The receipts received since the last Full Council meeting were noted.ⁱⁱ

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£50,000 to be taken from Leisure Reserves.

£5,000 carried forward from s137 underspend in 2023/24

£1,600 Allotments rents returned to the Allotments Association to run the allotments on behalf of the Council.

To set a precept **£222,833.89** to be funded as:

£7,984.02 Central Government Grant

£214,849.87 charge to taxpayers.

PROPOSED Cllr Upton-Loach **SECONDED** Cllr Plant.

On being put to the vote, the Resolution carried by a majority of those present and voting.

20/24 **DATE OF NEXT MEETING** to be 7th March 2024.

Meeting closed at 9:59pm.

ⁱ Payments Bank Account 01/11/2023 to 31/01/2024

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/10/2023	Salaries, PAYE, NI, Pensions	Transfer	11,981.98	0.00	204	0	11,981.98	Salaries, PAYE, NI, Pensions
01/11/2023	DVLA	DD	12.25	0.00	4206	201	12.25	Van Road Fund Tax MS365/Teams Nov 23
01/11/2023	CloudyIT Ltd	DD	244.32	40.72	4053	101	203.60	AWS - Waste collection
01/11/2023	Ash Waste Services	DD	230.40	38.40	4308	301	192.00	WaterPlus Nov
08/11/2023	Water Plus	DD	49.03	0.00	4301	301	49.03	Parish election recharges (GH)
08/11/2023	Stafford Borough Council	EP	144.99	0.00	4032	101	144.99	Parish election recharges (LH)
08/11/2023	Stafford Borough Council	EP	160.22	0.00	4032	101	160.22	Col Parish In Bloom Autumn Newsletter 23
08/11/2023	Roseacre Nursery & Plant Centr	EP	433.64	72.27	4230	203	361.37	Christmas Lights Posters
08/11/2023	Benhill Press	EP	628.80	104.80	4028	103	504.00	Repayment of payment card
Blank	Blank	Blank	Blank	Blank	4038	105	20.00	Diesel for van Memorial Plaque x 2
09/11/2023	Lloyds Bank Multipay Card	Transfer	189.58	0.00	203	0	189.58	Christ Lights Event
13/11/2023	Allstar Business Solutions Ltd	DD	112.60	18.77	4209	201	93.83	BT Broadband Nov
14/11/2023	Teleshore (UK) Ltd	EP	300.71	50.12	4038	105	250.59	Mobile phones
15/11/2023	Hearts Aglow Records LTD	EP	230.00	0.00	4038	105	230.00	Refund of deposit Chr Lights
16/11/2023	BT Telephone/Broadband	DD	153.11	25.52	4303	301	127.59	
20/11/2023	Hutchison 3G UK Ltd	DD	83.65	13.94	4303	301	69.71	
23/11/2023	Hearts Aglow Records LTD	EP	-50.00	0.00	4038	105	-50.00	
24/11/2023	Konica Minolta Business Soluti	EP	32.24	5.37	4027	101	26.87	Photocopying

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27/11/2023	Opus Energy (Corporate) Limitd	DD	314.13	0.00	4304	301	314.13	Electricity Oct
29/11/2023	Lucky Lee Magic	EP	170.00	0.00	4038	105	170.00	Christ Light Event
30/11/2023	Salaries, PAYE, NI, Pensions	Transfer	17,233.64	0.00	204	0	17,233.64	Salaries, PAYE, NI, Pensions
01/12/2023	DVLA	DD	12.25	0.00	4206	201	12.25	Van Road Fund Tax
01/12/2023	Ash Waste Services	DD	162.18	27.03	4308	301	135.15	AWS - Waste - waste bins
04/12/2023	S Egan	EP	28.80	0.00	4017	101	28.80	Expenses Dec 2023
04/12/2023	Michael Lennon	EP	85.05	0.00	4017	101	85.05	Expenses Dec 2023
04/12/2023	SLCC	EP	243.00	0.00	4015	101	243.00	SLCC Renew subscription SE
04/12/2023	Michael Lennon	EP	503.00	0.00	4015	101	503.00	SLCC Renew subscription ML
04/12/2023	Plugman	EP	147.50	0.00	4305	301	147.50	PAT Testing
06/12/2023	CloudyIT Ltd	DD	244.32	40.72	4053	101	203.60	MS 365/Teams
11/12/2023	Lloyds Bank Multipay Card	Transfer	986.41	0.00	203	0	986.41	Repayment of payment card
12/12/2023	Boston Seeds	EP	255.99	42.67	4230	203	213.32	1000 Bluebells "in the green"
12/12/2023	Sam's Electrical Services Ltd	EP	1,099.50	183.25	4038	105	916.25	Repair external lighting
19/12/2023	Hutchison 3G UK Ltd	DD	83.00	0.00	4303	301	83.00	Mobile phones
22/12/2023	Mr Mark Mills	EP	150.00	0.00	4038	105	150.00	Technician for Christ lights
27/12/2023	Opus Energy (Corporate) Limitd	DD	547.84	91.31	4304	301	456.53	Electricity Parish Centre
27/12/2023	Opus Energy (Corporate) Limitd	DD	206.96	9.86	4304	401	197.10	Electricity JPF
27/12/2023	Salaries, PAYE, NI, Pensions	Transfer	13,136.00	0.00	204	0	13,136.00	Salaries, PAYE, NI, Pensions
29/12/2023	Unity Trust	DD	1.10	0.00	4019	101	1.10	Manual Credit Handling Fee
29/12/2023	Water Plus	DD	33.69	0.00	4301	301	33.69	WaterPlus December 2023
31/12/2023	Unity Trust	DD	28.80	0.00	4019	101	28.80	Service Charge
02/01/2024	Ash Waste Services	DD	180.90	30.15	4308	301	150.75	AWS Waste disposal Jan 2024
02/01/2024	BT Telephone/Broadband	DD	139.60	23.26	4303	301	116.34	BT Telephone Jan 2024
05/01/2024	CloudyIT Ltd	DD	244.32	40.72	4053	101	203.60	MS365/Teams Jan 2024
10/01/2024	Lloyds Bank Multipay Card	Transfer	931.81	0.00	203	0	931.81	Repayment of payment card
16/01/2024	Public Sector Deposit Fund	EP	50,000.00	0.00	202	0	50,000.00	Transfer from CCLA to C/A
18/01/2024	Hutchison 3G UK Ltd	DD	83.00	13.83	4303	301	69.17	Mobile telephones Jan 2024
19/01/2024	DVLA	DD	12.25	0.00	4206	201	12.25	Van road fund tax
22/01/2024	Roseacre Nursery & Plant Centr	EP	201.44	0.00	4230	203	201.44	Plants for Parish in Bloom
22/01/2024	Printdesigns Limited	EP	712.80	118.80	4028	103	594.00	Spring Newsletter
22/01/2024	SLCC	EP	324.30	44.30	4010	102	280.00	Practitioners' Conference SE
26/01/2024	Opus Energy (Corporate) Limitd	DD	546.66	91.11	4304	301	455.55	Electricity Dec Parish Centre
26/01/2024	Opus Energy (Corporate) Limitd	DD	204.23	9.73	4304	401	194.50	Electricity Dec JPF
31/01/2024	OSB Events Hire Ltd	EP	2,073.60	345.60	4038	105	1,728.00	50% deposit stage etc for fete

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31/01/2024	Salaries, PAYE, NI, Pensions	Transfer	12,639.44	0.00	204	0	12,639.44	Salaries, PAYE, NI, Pensions
	Total Payments:		118,905.03	1,482.25			117,422.78	

Payments Payment Card 27/09/2023 to 26/01/2024

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/10/2023	Lidl	CARD	15.99	0.00	4031	101	15.99	Chairman's allowance
20/10/2023	Screwfix Direct Ltd	CARD	24.98	4.17	4211	201	20.81	champagne
24/10/2023	Trainline .com	CARD	14.46	0.00	4017	101	14.46	Pliers & Cable Ties
24/10/2023	Trainline .com	CARD	14.66	0.00	4017	101	14.66	Travel to Saltex Ex
25/10/2023	Norton Software	CARD	64.99	0.00	4015	101	64.99	Travel to Saltex Ex
26/10/2023	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Renew firewall etc
26/10/2023	Royal British Legion Industrie	CARD	70.57	11.77	4031	101	58.80	Bank fee
26/10/2023	Wickes Building Supplies	CARD	27.50	0.00	4211	201	27.50	Remembrance Sign & Flag
09/11/2023	RBL Poppy Appeal	CARD	50.00	0.00	4031	101	50.00	Wickes Building Supplies
16/11/2023	Work Gloves.co.uk	CARD	37.43	6.24	4211	201	31.19	Wreath x2
20/11/2023	Booker Limited	CARD	119.31	15.14	4038	105	104.17	Work Gloves
21/11/2023	The Range	CARD	57.92	0.00	4038	105	57.92	Sundry Treats for Chr Lights
21/11/2023	Tesco Stores	CARD	83.00	0.00	4038	105	83.00	Christmas supplies
21/11/2023	Screwfix Direct Ltd	CARD	23.69	3.95	4211	201	19.74	Christmas sundries
22/11/2023	Dartmoor Christmas Trees	CARD	250.00	0.00	4038	105	250.00	Twisted rope
22/11/2023	Dartmoor Christmas Trees	CARD	250.00	0.00	4038	105	250.00	Christmas tree
24/11/2023	Apple Distribution Internation	CARD	4.99	0.83	4038	105	4.16	Christmas tree
27/11/2023	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Childrens' Christmas songs
27/11/2023	Co-operative Group Ltd	CARD	4.54	0.00	4039	101	4.54	Bank fee
27/11/2023	B & Q	CARD	15.00	0.00	4038	105	15.00	Youth Cl Refreshment Tree Storage Bags x3
01/12/2023	Royal British Legion Industrie	CARD	375.00	62.51	4038	105	312.49	Tommy Statues
01/12/2023	Royal British Legion Industrie	CARD	409.24	68.05	4038	105	341.19	Remem Tommy Lamp Sign
01/12/2023	Tesco Stores	CARD	30.85	0.00	4300	301	30.85	Cleaning supplies
13/12/2023	East Staffs Borough Council	CARD	2.40	0.00	4017	101	2.40	Expenses reimbursement
20/12/2023	Sainsbury's	CARD	56.30	0.00	4031	101	56.30	Refreshments at meeting
20/12/2023	The Range	CARD	26.48	0.00	4038	105	26.48	Batteries for Christms Lits Equ
27/12/2023	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Bank fee
11/01/2024	Harveys	CARD	27.00	0.00	4038	105	27.00	Christ Lghts Shields
18/01/2024	Wickes Building Supplies	CARD	15.50	2.58	4211	201	12.92	Grippa Gloves Lengthsmen
19/01/2024	Buxton's Ltd	CARD	298.08	49.68	4211	201	248.40	Mower service
26/01/2024	Lloyds Bank Plc	CARD	12.00	0.00	4019	101	12.00	Bank fees
	Total Payments:		2,417.88	224.92			2,192.96	

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Receipts received between 31/10/2023 and 31/01/2024

Receipt Ref	Name of Payer	Date	£ Amnt Received	Nominal Ledger Analysis		£ Amount Transaction Detail
				£ VAT	Centre	
BGC	Banked: Local Authorities Property Fnd	31/10/2023	569.33			LAMIT Property Fund
BGC	Banked: CCLA Investment Management Ltd	01/11/2023	1,384.46			PSDF Dividend/interest
BGC	Banked: St John the Baptist RC Church	09/11/2023	15.00			15.00 Photocopying
BGC	Banked: HM Revenue & Customs	23/11/2023	1,666.94			1,666.94 VAT Refund
BGC	Banked: A Resident	18/12/2023	35.00			35.00 Broken lights
103	Banked: Petty Cash	04/01/2024	165.00			165.00 Christmas donations
BGC	Banked: CCLA Investment Management Ltd	16/01/2024	50,000.00			50,000.00 Repayment from CCLA
BGC	Banked: CCLA Investment Management Ltd	31/01/2024	545.72			545.72 Prop Fund Div Interest
Total Receipts:			54,381.45	0		54,381.45

Receipts Payment Card 27/09/2023 to 26/01/2024

Receipt Ref	Name of Payer	Date	£ Amnt Received	Nominal Ledger Analysis		£ Amount Transaction Detail
				£ VAT	Centre	
Transfer	Banked: Current & Deposit Bank A/cs	10/10/2023	444.40			444.40 Repayment payment card
Transfer	Banked: Current & Deposit Bank A/cs	09/11/2023	189.58			189.58 Repayment of payment
Transfer	Banked: Current & Deposit Bank A/cs	11/12/2023	986.41			986.41 Repayment of payment
Transfer	Banked: Current & Deposit Bank A/cs	10/01/2024	931.81			931.81 Repayment of payment
Total Receipts:			2,552.20	0		2,552.20

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