



## COLWICH PARISH COUNCIL

### **MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 5<sup>TH</sup> JUNE 2025 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.**

**PRESENT** (For all or part of the meeting) Cllr Bloor (Vice Chairman); Cllr Dunn; Cllr B Forster; Cllr M Forster; Cllr Hardwick; Cllr Martin; Cllr Meakin; Cllr Mosley; Cllr Upton-Loach and Cllr Walters.

**IN ATTENDANCE:** Revd Mr Lennon (Chief Officer and RFO); Mr Egan (Deputy Chief Officer and Finance Officer); Miss Alineri-Willis (Events Co-ordinator); Cllr Cooper (SBC) and Cllr Mynors (SCC).

**PUBLIC PARTICIPATION:** two representatives from Shugborough were present.

Cllr Bloor took the Chair in the absence of the Chairman.

Cllr Bloor invited the Shugborough representatives to give an update presentation to the Council of the new entrance and visitor centre project.

Cllr Upton-Loach arrived during the presentation.

Following questions from Council, the Chairman thanked the Shugborough representatives who left the meeting.

### **MINUTES.**

**86/25** **APOLOGIES** were received from Cllr Boyce (away); Cllr Hall (prior engagement); Cllr Hill (illness); Cllr Plant (away) and Cllr McKeown (prior engagement).

**RESOLVED** to accept the reasons for absence.

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

**87/25** There were no **DECLARATIONS OF INTEREST**.

**88/25** There were no **WRITTEN REQUESTS FOR DISPENSATION UNDER  
THE LOCALISM ACT 2011**.

**89/25** **THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 1<sup>st</sup>  
MAY 2025.**

**RESOLVED** to agree and sign the minutes as a true and accurate record.  
**PROPOSED** Cllr Walters                                **SECONDED** Cllr Mosley.  
On being put to the vote, the Resolution carried unanimously.

**90/25 THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 29<sup>TH</sup> JANAURY 2024.**

Consideration deferred to the 3<sup>rd</sup> July meeting as insufficient Cllrs were present who had also been present at the 29<sup>th</sup> January 2024 meeting.

Cllr Dunn arrived.

**91/25 THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 29<sup>TH</sup> MAY 2025.**

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

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

**92/25 CHAIRMAN/VICE CHAIRMAN OF COMMITTEES.**

## Communications Committee

Deferred as insufficient Cllrs from the Committee were present.

### Complaints Committee (Vice Chairman)

Cllr B Forster was Proposed by Cllr M Forster and Seconded by Cllr Bloor.

Cllr B Forster signed the Acceptance of Office which was witnessed by the Chief Officer.

Employment Committee (Vice Chairman)

Cllr Martin was Proposed by Cllr Bloor and Seconded by Cllr Walters.

Cllr Martin signed the Acceptance of Office which was witnessed by the Chief Officer.

## Planning Committee

**93/25 TO CONSIDER AND AGREE THE OUTSTANDING CONTACTS WITH OUTSIDE BODIES.**

**94/25 TO RECEIVE AND NOTE THE CHAIRMAN'S REPORT.**

**95/25 TO RECEIVE AND NOTE THE BOROUGH COUNCILLORS'S REPORTS.**

**96/25 TO RECEIVE AND NOTE THE COUNTY COUNCILLOR'S REPORT.**

**97/25 FINANCE AND ADMINISTRATION**

- a. To note the payments made by Standing Order, Direct Debit, Electronic Payment and cheques issued since the last Full Council meeting.<sup>i</sup> & <sup>ii</sup>
- b. To note the receipts received since the last Full Council meeting.<sup>iii</sup> & <sup>iv</sup>
- c. To note the Bank Statements and Reconciliation.

**98/25 ANNUAL GOVERNANCE REPORT**

- a. To note the Summary Income and Expenditure by Budget Heading as at 31<sup>st</sup> March 2025 – Committee Report.
- b. To note the Summary Income and Expenditure by Budget Heading as at 31<sup>st</sup> March 2025 – Cost Centre Report.
- c. To note the Income and Expenditure Account for Year Ended 31<sup>st</sup> March 2025.
- d. To note the Balance Sheet as at 31<sup>st</sup> March 2025.
- e. To consider and agree the Annual Governance and Accountability Return 2024/25.
- f. To note the Internal Auditors report 2024/25 (if received).
- g. To consider and complete the Annual Governance Statement 2024/25.
- h. To consider and complete the Annual Accounting Statement 2024/25.
- i. To consider and agree the appointment of the Internal Auditor for the 2025/26 financial year.

**99/25 TO CONSIDER, AGREE AND SIGN THE REVISED FINANCE POLICIES.**

**100/25 TO CONSIDER AND AGREE TO PURCHASE NETBALL POSTS AS A FORE-RUNNER TO PARTICIPATING IN THE FORMATION OF A TRENT VALLEY NETBALL LEAGUE.**

**101/25 TO CONSIDER AND AGREE THE SMALL GRANT APPLICATION AND TO NOTE THE RECEIVED REPORT.**

**102/25 DATE OF NEXT MEETING to be 3<sup>rd</sup> July 2025.**

Meeting closed at 9:22pm.

**Cashbook 1**  
**Current & Deposit Bank A/cs**  
**Payments made between 01/04/2025 and 30/04/2025**

**Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2025	Ash Waste Services	DD	314.17		52.36	4308	301	261.81	AWS - Waste Services
01/04/2025	DVLA	DD	12.25			4206	201	12.25	DVLA Road Tax
01/04/2025	Colwich Allotments Association	EP	1,870.00			4500	501	1,870.00	Rent Reimbursement
01/04/2025	Colwich Allotments Association	EP	175.00			4501	501	175.00	Contingency Fund
01/04/2025	HM Revenue & Customs	TNSFR	3,444.65				501	3,444.65	HMRC Rev EOY Tfr to Creditors
07/04/2025	CloudyIT Ltd	DD	351.00		58.50	4303	301	46.00	Teams Phone
						4053	101	246.50	MS365/Teams
09/04/2025	Lloyds Bank Multipay Card	Transfer	348.88				203	348.88	Repayment of payment card
11/04/2025	Colwich Allotments Association	EP	360.00			4600	601	360.00	Colwich Allotments Association
11/04/2025	Stephen JF Luff	EP	150.00			4038	105	150.00	Summer Fete 25 Delta Aces
11/04/2025	Lola Lamour	EP	300.00			4038	105	300.00	Summer Fete 25 Lola Lamour
11/04/2025	B W Belcher & Son Ltd	EP	40.80		6.80	4305	301	34.00	Fire Extinguisher Service
14/04/2025	Corona Energy Retail 4 Limitd	DD	2,680.24		446.71	4304	301	1,329.00	Electricity Parish Centre
						4304	401	904.53	Electricity JPF
22/04/2025	Hutchison 3G UK Ltd	DD	86.74		14.46	4303	301	72.28	Hutchinson 3G UK
29/04/2025	Water Plus	DD	50.70			4301	301	50.70	Water Charges April
29/04/2025	Staff Parish Councils Assoc	EP	633.68			4015	101	633.68	Annual Subscription
29/04/2025	Benhill Press	EP	325.00			4028	103	325.00	Newsletter Spring 25

29/04/2025	Freak Music	EP	548.78	91.46	4038	105	457.32	Summer Fete 25 Capt Fantastic
30/04/2025	Unity Trust	DD	11.85		4019	101	11.85	Unity Trust
30/04/2025	Salaries, PAYE, NI, Pensions	Transfer	17,375.74		204		17,375.74	Salaries, PAYE, NI, Pensions
<b>Total Payments:</b>			29,079.48	0.00	670.29		28,409.19	

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**Cashbook 3**  
**Lloyds Bank Multipay Card**  
**Payments made between 01/04/2025 and 30/04/2025**

<b>Nominal Ledger Analysis</b>									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
01/04/2025	Wickes Building Supplies	CARD	38.00		6.33	4211	201	31.67	Handsaw & Broom
01/04/2025	Lloyds Bank Plc	TNSFR	348.88				501	348.88	Rev EOY Transfer to Creditors
02/04/2025	Naturescape Wildflowers LLP	CARD	242.99		40.50	4230	203	202.49	Wildflowers - seed & plugs
16/04/2025	Tesco Stores	CARD	23.10			4401	401	23.10	Cleaning supplies for JPF
28/04/2025	Lloyds Bank Plc	CARD	12.00			4019	101	12.00	Bank fee
<b>Total Payments:</b>			664.97	0.00	46.83			618.14	

**Cashbook 1**  
**Current & Deposit Bank A/cs**  
**Receipts received between 01/04/2025 and 30/04/2025**

Nominal Ledger Analysis							
Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
BGC	Banked: 02/04/2025		765.38				
BGC		CCLA Investment Management Ltd	765.38			1190 101	765.38 PSDF/ Dividends
BGC	Banked: 09/04/2025		2,005.33				
BGC		HM Revenue & Customs	2,005.33			105	2,005.33 VAT Repayment
BGC	Banked: 14/04/2025		20.00				
BGC		Colwich & Hayw Vol Transp Serv	20.00			1200 105	20.00 Fete contribution
BGC	Banked: 14/04/2025		127,437.62				
BGC		STAFFORD BOROUGH COUNCIL	127,437.62			1176 101	120,583.13 1st tranche Precept
						1174 101	5,205.49 1st tranche Loc CI Sup G
						1175 101	1,649.00 1st tranche Conc Funding
BGC	Banked: 15/04/2025		10.00				
BGC		Annette Page	10.00			1200 105	10.00 Contribution to fete
BGC	Banked: 25/04/2025		141.00				
BGC		P Russell	141.00			1003 101	141.00 J Watson Sons scrapfor
BGC	Banked: 30/04/2025		498.13				
BGC		CCLA Investment Management Ltd	498.13			1190 101	498.13 Dividend/Interest Prop
<b>Total Receipts:</b>			130,877.46	0.00	0.00		130,877.46

Cashbook 3  
Lloyds Bank Multipay Card  
Receipts received between 01/04/2025 and 30/04/2025

Nominal Ledger Analysis							
Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
		Banked: 09/04/2025	348.88				
Transfer		Current & Deposit Bank A/cs	348.88			200	348.88 Repayment of payment
		Total Receipts:	348.88	0.00	0.00		348.88