

# COLTON PARISH COUNCIL MEETING, WEDNESDAY 24<sup>th</sup> JUNE AT 7PM AT COLTON VILLAGE HALL

## PUBLIC PARTICIPATION

(Maximum of 20 mins at the beginning of the meeting to hear public questions and comments)

(No member of the public may address the meeting hereafter)

## BUSINESS AGENDA

1. To note attendance and receive apologies for absence
2. To receive declarations of interest
3. To approve minutes of the Annual Council meeting and main PC meeting held on 6<sup>th</sup> May
4. Chair's Announcements
5. Payments

- a) To confirm the following payments for May:
  - i) EP77 with payment date of 22 May:  
Colton Village Hall – Reimbursement for gardening charges paid for 11 visits July – Nov 2025 £330.00
  - ii) EP78 with payment date of 27 May:  
M Barlow – Delivery of June parish magazine £20.00
  - iii) EP79 with payment date of 29 May:  
Alison James – Clerk's salary, May (382.83);  
Home working expenses, 5 weeks, 4 Apr – 8 May,  
(20.00); Top up of PC mobile on 20 Apr  
(10.00) £412.83
  - iv) EP80 with payment date of 29 May:  
Starboard Systems Ltd - Scribe Accounts  
subscription to 30 June 2027 (372.00) plus  
VAT (74.40) £446.40
  - v) EP81 with payment date of 22 May:  
Arthur J Gallagher Insurance Brokers - PC  
insurance for 1 June to 31 May 2027 £738.45

Total of payments approved was £1,947.68. In addition, bank charges of £4.25 were debited on 19 May.

- a) To approve the following payments for June:
  - i) EP82 with payment date of 29 June:  
M Barlow – Delivery of July parish magazine £20.00
  - ii) EP83 with payment date of 30 June:  
Alison James – Clerk's salary, June (382.83);  
Home working expenses, 7 weeks, 9 May –  
26 Jun (28.00); Renewal of Microsoft 365  
subscription to 9 May 2027 (84.99) £495.82
  - iii) EP84 with payment date of 30 June:  
HMRC – Payroll taxes, Q1 Apr – Jun (314.63)  
and Employer NI contributions (48.32) £362.95

- iv) EP85 with payment date of 30 June:  
TGM – Grass cutting in March, April and May –  
Village Hall, 2 cuts in May (200.42); Closed Burial  
Ground, 6 cuts in March – May (296.64);  
Stockwell Heath, 2 cuts in May (65.92) plus  
VAT (112.59) £675.57

Total of payments for approval is £1,554.34.

#### 6. Finance and audit

- a) To receive the final report of receipts and payments compared to budget for 2025/26 and the bank reconciliation at 31<sup>st</sup> March 2026
- b) To note the letter of Conclusion of Internal Audit for 2025/26 from Kim Squires and the Annual Internal Audit Report 2025/26, forming page 4 of the Annual Governance and Accountability Return (AGAR)
- c) To complete, approve and sign the Annual Governance Statement 2025/26, forming Section 1 of the AGAR
- d) To approve and sign the Accounting Statements 2025/26, forming Section 2 of the AGAR
- e) To approve and sign the Certificate of Exemption (AGAR 2025/26 Form 2 page 3) for submission to the external auditors by 30<sup>th</sup> June
- f) To note the proposed Period for the Exercise of Electors' Rights, being announced on Friday 26<sup>th</sup> June and covering the period Monday 29<sup>th</sup> June to Friday 7<sup>th</sup> August
- g) To note the transparency requirements for reports including the AGAR to be displayed on the PC website
- h) To agree the appointment of an internal auditor for 2026/27

7. Date of next meeting – Wednesday 1<sup>st</sup> July at 7.30pm (to follow Burial Ground Committee meeting/inspections).