



# Draycott-in-the-Moors PARISH COUNCIL

## ANNUAL MEETING - Monday 12<sup>th</sup> May 2025 - MINUTES

### Attendees:

Chairman Cllr. Gordon Winfield	Vice Chair: Cllr. Lisa Emery	Cllr. Robert Birds
Cllr. Alan Hulme (District)	Cllr. Pat McLaughlin	Cllr. Luke Emery
1 member of the public		

Minutes recorded by	Start Time	Location
Clerk Mrs D Wheat	6:30pm	Draycott Church Hall, Church Lane, Draycott, ST11 9AG

- Welcome and Introductions:** The Chairman opened the meeting
- Declaration of Interests:**
- Apologies:** Cllr. Mark Deaville, Cllr Bev Reardon and Cllr. Pete Wilkinson
- Election of the Chairman:** Cllr. Winfield was elected to be Chairman for the forthcoming year.  
*Proposed Cllr. Pat McLaughlin – Secoded Cllr. Robert Birds – All in favour*  
The Chairman signed the Declaration of Office form.
- Election of the Vice-Chairman:** Cllr. Lisa Emery was appointed Vice Chair.  
*Proposed Cllr Robert Birds – Secoded Cllr. Luke Emery – All in favour*  
The Vice Chair signed the Declaration of Office form.
- Minutes of the 2024 Annual Meeting held on 13<sup>th</sup> May 2024 were approved** and signed as a correct record.  
*Proposed Cllr. Lisa Emery – Secoded Cllr. Gordon Winfield – All in favour*
- Appointment of the Parish Representatives:** Cllr Robert Birds and Cllr. Lisa Emery were appointed to attend external meetings with other Councils (Parishes Together) and to attend SMDC Parish Assemblies 4 times a year at Leek.
- Formation of Working Groups or Committees:**
  - Cllr Robert Birds was appointed Chairman of Cresswell to Cheadle Railway Track working group.
  - Cllr. Luke Emery was appointed Chairman of the Blythe Park working group
  - The appointment of a Chair for the Best Kept Village working group was moved to next meeting.
- Standing Orders:** Standing Orders were approved with no amendments for 2025.
- Banking Arrangements:**
  - It was approved to add Cllr Lisa Emery and Cllr. Robert Birds as Bank signatories. *All in favour*

b) **It was approved to set up online banking** because the Leek and Longtom branches of NatWest are closing in June.

**Proposed Cllr. Luke Emery – Seconded Cllr. Lisa Emery – All in favour**

11. **Risk Register:** It was agreed to amend to cover fraud in connection to online banking and to add gateways, the beacon, and cherry trees to the Risk Register. Policy to be amended and presented at a future meeting.

12. **Insurance Cover:** The Council resolved to try to get three quotes before renewal.

13. **Financial Report for the year ending 31<sup>st</sup> March 2025.**

The unaudited accounts for 2024-25 were received. It was resolved to move £1000 to earmarked Reserve to cover any future possible election costs.

14. **Payments were approved for April and May 2025:**

D Wheat	Clerk Salary Month 2 Gross £311.99 Clerk Expenses – milage 9 miles Smarty internet PAYE online tax adjustment PAYE March/ April £ 62.40	£249.59 (Net) £4.50 £9.00 £7.60	£249.59   £21.10	
HMRC	PAYE April/ May Month 2	£62.40 less £7.60 =£54.80	£54.80	
Draycott Church Hall	May Meetings	£30.00	£30.00	
J Swarbrooke	Litter picking work in April @£12.50 p/hr 12 hours	£150.00	£150.00	
R Fox	Lengthsman work April 2025 @15 p/h 14.5 hrs	£217.50	£217.50	
Parish Online	Website and Hosting plus .gov email addresses for Councillors and Clerk	£350.00 VAT £70.00	£420.00	
Identity Print & Design	Leaflets for VE Day 80	£94.00	£94.00	
Clear Councils	Insurance <i>(other quotations to be gathered if possible before renewal)</i>	£599.65	£599.65	
Draycott Church Hall	VE Day Event costs	No invoice available		
	First Aid Cover for Beacon Event	No invoice available		
Leek Town Council	Memorial Wreath for VEDay80	£32.00	£32.00	
B Reardon	Additional Bunting for VE Day Event	No invoice available		
		<b>TOTAL PAYMENTS</b>	<b>£1,868.64</b>	

**Proposed Cllr. Winfield – Seconded Cllr. McLaughlin – cheques duly signed**

15. **Financial Regulations:**

It was resolved that the Financial regulations needed scrutiny at a future meeting to ensure they cover the newly agreed banking procedures.

**16. Review of the Council's Subscription to other bodies:**

Staffordshire Parish Councils Association (SPCA) £243.00

NALC £69.81

Information Commissioners Office (ICO): £47.00

Campaign to Protect Rural England (CPRE): £80.00

***Proposed Cllr. Robert Birds– Seconded Cllr. Luke Emery – All in favour***

**17. Social Media Policy review.**

The Council resolved to bring all policies back for scrutiny to a future meeting.

**18. Complaints Procedure Policy review:** The complaints procedure was amended to give 31 days response time to allow for complaints to be reviewed in a monthly meeting by the full council.

**All Policies to be circulated and reviewed at a future meeting.**

**Meeting Ended 7:15pm**