



SHOTGATE PARISH COUNCIL

The Public and Press are invited (Public Bodies Admission to Meetings Act 1960) and all Councillors are summoned, to attend the forthcoming meeting of Shotgate Parish Council, where the under-mentioned business is proposed to be transacted.

K. Kuderovitch..... Acting Clerk to the Council

AGENDA FOR THE MEETING TO BE HELD ON Tuesday 21st February 2018 @ 7.30pm at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

THE CHAIRMAN TO REQUEST MOBILE PHONES ARE SWITCHED OFF/TURNED TO SILENT

£ = Expenditure decision

👉 = A resolution to be made

53/18.	Declaration of Acceptance of Office Cllr. C. Burton to sign the book.
54/18.	Declaration of Interests All Members will be reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it. The Clerk to offer members the opportunity to declare any interests and note them.
55/18.	Apologies Clerk to note apologies.
56/18.	Minutes/Public Forum 👉 The Minutes of the Parish Council Meeting of 20 th February 2018 to be approved and signed. <i>On the motion of the Chairman the meeting will be adjourned for 15 minutes for members of the public/press to address the Council</i>
57/18.	Adoption/Review of Policies 👉 Council to discuss and resolve adoption of the following policies: <ul style="list-style-type: none"> • Co-option Policy • E-Mail Policy • Publication Scheme • Safeguarding Policy • Retention Policy • Grant Policy • Planning Policy <p>Standing Orders & Financial Regulations to be discussed & reviewed at the April 2018 meeting.</p>
58/18.	Web Site/New E-mail address Council to discuss and resolve whether to proceed with a new web site quotation from Bob Massey at a cost of £350 & VAT & £120 per annum hosting.
59/18.	Precept 18/19



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	Council to agree the proposal of £24,780 as prepared by the Working Party on 8 th January 2018 for urgent submission to Basildon Borough Council.
60/18.	<p>Finance 👍</p> <ul style="list-style-type: none"> a) Councillors to resolve to pay any invoices due. b) Council to discuss Unity Trust Bank application and current banking arrangements & Chairman to sign bank account statement. c) Clerk to report on application to CIF Fund for reimbursement. d) Councillors to appoint a new Internal Auditor. e) Councillors to discuss any further Finance related issues.
61/18.	Borough/County Councillors Reports – ECC Highways/Basildon issues Reports to be given.
62/18.	Spring Newsletter Clerk to present a draft and Councillors to have input.
63/18.	Planning Applications Council to discuss any current applications.
64/18.	Future Meetings Clerk to advise of arrangements in place.
65/18.	Action Plan/Current & Proposed Projects Councillors to discuss.
66/18.	Annual Parish Meeting 2018 Council to discuss logistics.
67/18.	Councillors/Clerk's Updates Councillors will be invited to have the opportunity to relay any further information.
	Date of Next Meeting 20 th March 2018
THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO CLOSE TO PRESS & PUBLIC	
68/18.	Locum Clerk

8.3.18

K. Kuderovitch, Acting Clerk