

# **Shotgate Parish Council**



Chairman: Keith Allen

Vice Chairman: Peter Vickers

MINUTES OF THE EXTRAORDINARY MEETING OF SHOTGATE PARISH COUNCIL  
HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON  
WEDNESDAY 26<sup>TH</sup> APRIL , 2017 AT 7.30 P.M.

## **PRESENT:**

Councillors: P. Vickers - Chairman, M. Biddle, G. Fanthorpe, M. McClenaghan and J. Woolf

## **ALSO PRESENT:**

Shotgate Parish Clerk – Georgina Bassett

One member of the public

The meeting commenced at the slightly later time of 7.45 p.m.

## **70/17 APOLOGIES FOR ABSENCE:**

Apologies for absence received from Cllr. D. Harrison, Cllr. K. Allen – unwell, Cllr. M. Buckley – ECC, Cllr. C. Morris and Cllr. P. Holliman – Basildon Borough Council.

## **71/17 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Meeting of Shotgate Parish Council on 11<sup>th</sup> April, 2017 were considered. Item 59/17 (iii) “Cllr. Woolf disputes interpretation of invoice situation. The Clerk disputes this.” Item 69/17 (iv) Cllr. Fanthorpe to add “further” information ...

The minutes with the amendments were proposed to be accepted by Cllr. Fanthorpe and seconded by Cllr. Biddle – **agreed**.

## **72/17 DECLARATIONS OF MEMBERS’ INTERESTS:**

No pecuniary or non-pecuniary declarations of interest from members on any agenda items.

## **73/17 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:**

No issues raised by members of the public.

## **74/17 NEWSLETTER:**

The following were considered for an informed decision:

- (i) A copy of newsletter content was reviewed with consideration for legal implications.
- (ii) Estimate costings from the supplier for printing of this newsletter.
- (iii) Estimate costings via the supplier for distribution of this newsletter.
- (iv) Estimate costings via the supplier to draft a new design.
- (v) Any other information to be received for an informed decision on the newsletter.

It was noted that it is the Clerk/RFO responsibility to authorise the suppliers, including send to printers for publication due to legal implications.

It was proposed by Cllr. Fanthorpe and seconded by Cllr. Woolf that the changes to the content and including items (ii) to (v) to be **agreed**.

Cllr. McClenaghan requested it be recorded on the minutes that he disagreed with the item of the inclusion of the tea rooms.

Cllr. Vickers proposed that item 75/17 be referred to the 9<sup>th</sup> May, 2017 meeting. Cllr. McClenaghan seconded this on the proviso that item (iv) of 75/17 would be discussed at the 9<sup>th</sup> May meeting to consider three suppliers for a decision for a payroll provider as he had concerns that this should be already set up in relation to the Pension. All members **agreed**.

**75/17 PENSION:**

- (i) The Council to agree that the Pension Scheme is formally adopted with Aviva with 4% salary paid by the Council and for the Clerk to confirm her contribution to the Council. Copies of the documentation must be held by the Council (and this would be the proper Officer (the Clerk)). Copies to be circulated with the agenda.
- (ii) The Full Council/Staffing Committee to be appointed to take responsibility for the provision of the Council's Pension Scheme.
- (iii) The Clerk as Proper Officer to the Council to write to the Pension Provider to inform them that (The Proper Officer should include the set of minutes as proof of the resolution):
  - (a) The Responsible Body is the Parish Council.
  - (b) The key contact will be the Chairman of the Council or the Staffing Committee.
  - (c) The signatories for the Pension Scheme at this time to be agreed.  
If and when these are required for change, a copy of the minutes appointing the new signatories will be forwarded to the Pension provider with the required Pension Company's documents.
- (iv) The Council to agree a payroll provider for the administration of the payroll and the pension scheme. Two councillors to provide for the May meeting to consider with the one already received to go ahead with this.

**76/17 TRAINING:**

The Short Course Programme via EALC at Shotgate:

- (i) Members considered their availability to attend a course arranged with EALC via ABLC in June.
- (ii) There was no resolution as to whether or not to proceed with Tailored training for Shotgate Parish Council, with the inclusion of the topic Employment Matters.

**77/17 DATE OF NEXT MEETING:**

The next meeting is the Annual Meeting of Shotgate Parish Council scheduled for 7.30 p.m. on Tuesday 9<sup>th</sup> May, 2017 at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

Meeting ended at 8.30 p.m.

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Chairman