



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

**THE MEETING WILL BE HELD ON TUESDAY 10TH APRIL 2018 AT
SHOTGATE PARISH HALL @ 7.30PM**

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

£ = Expenditure decision

👉 = A resolution to be made

69/18.	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.										
70/18.	Apologies Clerk to note apologies.										
71/18.	Minutes/Public Forum 👉 The Minutes of the Parish Council Meeting of 13 th March 2018 to be approved and signed. On the motion of the Chairman the meeting will be adjourned for 15 minutes for members of the public/press to address the Council.										
72/18.	Standing Orders Review/Adoption & Review of Policies 👉 Council to review the Standing Orders. Council to discuss and resolve to adopt the following policies: <ul style="list-style-type: none"> • Co-option Policy • E-Mail Policy • Publication Scheme • Safeguarding Policy • Retention Policy • Grant Policy • Minor Disputes Policy Planning Policy – the arrangements for reviewing & submitting Planning comments to be discussed for a future policy to be formed. Financial Regulations to be discussed & reviewed at the May 2018 meeting.										
73/18.	Web Site/existing/new E-mail address Council to review the new web site and any suggestions taken. Clerk to confirm the new e-mail address.										
74/18.	Finance 👉 a) Councillors to resolve to pay the following invoices: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Invoice detail</th> <th>Amount</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td></td> <td>K. Kuderovitch –</td> <td>Locum Services from February – April</td> <td>803.00</td> <td></td> </tr> </tbody> </table>	Cheque	Payee	Invoice detail	Amount	VAT		K. Kuderovitch –	Locum Services from February – April	803.00	
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		Acting Clerk	2018		
		B. Massey	New Web Site	350.00	
		EALC Affiliation Fees	tba		
	<p>b) Council to discuss Unity Trust Bank application and current banking arrangements & Chairman to sign latest bank account statement.</p> <p>c) Clerk to report on application to CIF Fund for reimbursement.</p> <p>d) Clerk to confirm the Precept for 18/19 submitted to BBC.</p> <p>e) Councillors to consider appointing a new Internal Auditor to a maximum of £215 per audit.</p> <p>f) Council to consider the purchase of a lap top for the Clerk's use at an approximate cost of £350 maximum.</p> <p>g) Councillors to discuss any further Finance related issues.</p>				
75/18.	Borough/County Councillors Reports – ECC Highways/Basildon issues Reports to be given.				
76/18.	Spring Newsletter Clerk to present a draft and Councillors to have input. Printing & distribution to be planned.				
77/18.	Planning Applications 18/00268/FUL - 7 Fanton Chase, Shotgate, Wickford Proposal: Erect 3 detached style dwellings. 18/00303/FUL – 28 Alicia Avenue, Shotgate, Wickford Proposal: First floor extension over existing garage				
78/18.	Action Plan/Future Events Councillors to discuss.				
79/18.	Annual Parish Meeting – 15th May 2018 Council to discuss logistics.				
80/18.	Contact from Residents <ul style="list-style-type: none"> Sandown Road 				
81/18.	Councillors/Clerk's Updates Councillors will be invited to have the opportunity to relay any further information. To include: <ul style="list-style-type: none"> ABCL Meeting 17th May 2018 GDPR & EALC information 				
82/18.	Date of Next Meeting 8 th May 2018				
THE FOLLOWING ITEM IS CONFIDENTIAL AND A VOTE TO BE TAKEN TO EXCLUDE PRESS & PUBLIC					
83/18.	Clerk.				

5.4.18

K. Kuderovitch, Acting Clerk