



SHOTGATE PARISH COUNCIL

, Cllr.M. Biddle 01268 562877 – Clerk Emma Morris clerk@shotgatepc.org.uk

TO: Members of Shotgate Parish Council

You are hereby summoned to attend a meeting of Shotgate Parish Council, at Shotgate Baptist Church Hall, on Tuesday the 8th October 2019 at 7:30pm for the purpose of transacting the following business.

Emma Morris

Clerk to Shotgate Parish Council

2nd October 2019

124.19	Chairmans Welcome & Apologies & Reasons for Absence – Council to vote & Accept 🖐️
125.19	Minutes of previous meeting. (to be agreed and signed) 🖐️
126.19	Declarations and Interests (existence and nature)
127.19	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. The maximum time allowed for this item will be no longer than 20 minutes, at the close of this item members of the public will no longer be permitted to address the council.
128.19	Borough/County Councillors Reports – ECC Highways/Basildon issues Wickford North Cllrs. County Cllrs.
129.19	Councillors & Clerk T-shirts & Identity Lanyards 🖐️ To decide on colour & printing. Costs – Cllr Burton
130.19	Children’s Litter & Sensory Rubbish Bin. Installation costings – Cllr. Woolf
131.19	Internet Banking Update – Cllr. Woolf
132.19	Shotgate Park Sensory Garden 🖐️ Proposed planting scheme – Cllr. Woolf



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133.19	<p>Events Committee All working parties are now closed.</p> <p>Next Event to be discussed at Committee is Christmas Tree Light-up on 1st December. – Date & Budget to be set. 🖐</p>
134.19	<p>Action Plan/Community Projects/ /Funding Applications</p> <p>Cllr. Burton- Defib update. Generator update – quotes 🖐 Extention to the Hanging Baskets planting scheme. Details & costings 🖐</p> <p>Cllr. Hammond – Table Tennis Table Base. -Installation and quotes. – previously agreed.</p> <p>Cllr Woolf – Children’s seating area within the play area/ wooded clearing – quotes 🖐 Christmas Street Lighting – Costings. 🖐 2 x Flower Towers at Shotgate Shops -Costings 🖐</p> <p>Clerk’s Training 2020 & Publications.– Council to agree. 🖐</p> <p><i>February</i> Cilca Qualification - £525.00 (-75% Bursary Grant + £150.00 from EALC) total cost to council £216.25 <i>Required for General Power of Competence – Localism Act 2011. & Local Council Award Scheme.</i></p> <p><i>March</i> Cif Briefing – Free Internal Auditors Course -£120 (-75% Bursary) Standing Orders / Financial Regulations £70 (-75% Bursary)</p> <p><i>April</i> Risk Assessment Level 2 - £130 (-75% Bursary)</p> <p><i>June</i> Micro-Grant Briefing – Free.</p> <p><i>July</i> Project Management £70 (-75% Bursary) Food Safety Level 2 £130 (-75% Bursary)</p> <p><i>September</i> Local Councils Award Briefing- £10 (-75% Bursary)</p> <p>A Guide to Local Councils Book - £49.99</p>



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135.19	<p>Councillor Vacancy</p> <p>Clerk to update</p>																																																																	
136.19	<p>Finance</p> <p>a) Chairman signed the Barclays Community Account Balance as at 31st July & August 2019.</p> <p>b) The Council to agree months bank reconciliations for July & August.</p> <p>c) Councillors to resolve to pay the following :</p> <p>Finance cont.</p> <table border="1" data-bbox="252 725 1415 1379"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Invoice Detail</th> <th>Amount £'s</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>100295</td> <td>Miss E Morris</td> <td>Clerk Wages</td> <td>956.01</td> <td></td> </tr> <tr> <td>100296</td> <td>HMRC</td> <td>HMRC</td> <td>377.84</td> <td></td> </tr> <tr> <td>100297</td> <td>Lawmens Security</td> <td>Event Security</td> <td>348.00</td> <td>69.60</td> </tr> <tr> <td colspan="3"></td> <td colspan="2">Total 417.00</td> </tr> <tr> <td>100298</td> <td>EALC</td> <td>Council Law Book</td> <td>49.95</td> <td></td> </tr> <tr> <td>100230</td> <td>Miss E Morris</td> <td>Skip</td> <td>180.00</td> <td></td> </tr> <tr> <td>100231</td> <td>Wel Medical</td> <td>Defib</td> <td>1,058.00</td> <td></td> </tr> <tr> <td>100232</td> <td>EALC</td> <td>Clerks Training tax</td> <td>76.00</td> <td></td> </tr> <tr> <td>100233</td> <td>Elec-Cellance</td> <td>Defib Installation</td> <td>£220.00</td> <td></td> </tr> <tr> <td>100234</td> <td>M Ratcliff</td> <td>Gardening</td> <td>TBC</td> <td></td> </tr> <tr> <td>100235</td> <td>Baptist Church Hall</td> <td>Meeting Room</td> <td>400.00</td> <td></td> </tr> <tr> <td>100236</td> <td>Miss C Watson</td> <td>Leaflet Design & print</td> <td>65.00</td> <td></td> </tr> </tbody> </table> <p>d) Internal Audit is complete and has been signed off. AGAR requires Chairman's signature to be added prior to forwarding to external auditors for completion.</p>	Cheque	Payee	Invoice Detail	Amount £'s	VAT	100295	Miss E Morris	Clerk Wages	956.01		100296	HMRC	HMRC	377.84		100297	Lawmens Security	Event Security	348.00	69.60				Total 417.00		100298	EALC	Council Law Book	49.95		100230	Miss E Morris	Skip	180.00		100231	Wel Medical	Defib	1,058.00		100232	EALC	Clerks Training tax	76.00		100233	Elec-Cellance	Defib Installation	£220.00		100234	M Ratcliff	Gardening	TBC		100235	Baptist Church Hall	Meeting Room	400.00		100236	Miss C Watson	Leaflet Design & print	65.00	
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137.19	<p>Planning 🖐️</p> <p>Cllrs. Burton & Woolf to report on planning applications and give recommendations.</p>																																																																	
138.19	<p>Items for the next agenda.</p>																																																																	
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	<p>Meeting Close.</p>																																																																	



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