



# SHOTGATE PARISH COUNCIL

Chairman, Cllr. M. Biddle 01268 562877 – Clerk Emma Morris [clerk@shotgatepc.org.uk](mailto:clerk@shotgatepc.org.uk)

**TO: Members of Shotgate Parish Council**

You are hereby summoned to attend the Annual General Meeting of Shotgate Parish Council, On Tuesday the 4<sup>th</sup> May 2021 at 7:30pm. For the purpose of transacting the following business. Any member of the public wishing to attend please email [clerk@shotgatepc.org.uk](mailto:clerk@shotgatepc.org.uk) to register your interest and receive your zoom invitation.

**Agenda for the meeting of Shotgate Parish Council, via Zoom.**

*Emma Morris*

Clerk to Shotgate Parish Council  
Thursday 22nd April 2021

*Motions for Council to vote & Accept indicated by 🖐️*

<b>38.21</b>	<b>Council to vote in a Chairperson of Shotgate Parish Council.</b> – Council to vote to Accept 🖐️
<b>39.21</b>	<b>Chairman’s Welcome &amp; Apologies &amp; Reasons for Absence</b> – Council to vote & Accept 🖐️
<b>40.21</b>	<b>Minutes of previous meeting.</b> (to be agreed and signed) 🖐️
<b>41.21</b>	<b>Declarations and Interests</b> (existence and nature)
<b>42.21</b>	<b>Council to vote in a Vice-chair for Shotgate Parish Council.</b> – Council to vote to accept 🖐️
<b>43.21</b>	<b>Council to Agree and accept the current Council Committees.</b> – Council to vote to accept 🖐️ Personnel Committee Events Committee Park Garden Committee to be renamed Parks & Green Spaces Committee Planning Committee
<b>44.21</b>	<b>Proposal for a Finance Committee – Cllr David Harrison.</b> – Council to vote to accept 🖐️
<b>45.21</b>	<b>Council to vote in Chairperson &amp; Vice Chair for all agreed committees.</b> – Council to vote to accept 🖐️
<b>46.21</b>	<b>Council to review the following documents.</b> – Council to vote to Accept 🖐️  <b>Standing Orders</b> <b>Financial Regulations</b> <b>Risk Assessment</b>



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47.21	<p><b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b></p> <p>The maximum time allowed for this item will be no longer than 15 minutes, at the close of this item members of the public will no longer be permitted to address the council.</p> <p><i>Nothing Raised at time of notice.</i></p>
48.21	<p><b>Acceptance of End of year reports &amp; Approval of Annual Governance Statement Section 1</b> council to agree &amp; Chair to sign 🖐</p>
49.21	<p><b>Acceptance of End of year reports &amp; Approval of Annual Governance Statement Section 2</b> council to agree &amp; Chair to sign 🖐</p>
50.21	<p><b>Action Plan/Community Projects/ /Funding Applications</b></p> <p><b>Lamppost Basket 59</b> Council to vote to Accept 🖐</p> <p>Cllr Woolf to update and present additional cost for the flower basket to be included.</p> <p><b>Wash, Fill &amp; Paint the Boundary gates.</b> Council to vote to Accept costs 🖐  1 x 2.5 ltr White Exterior wood paint - £21.99 -Screwfix  1 x 1kg Wood Filler £16.99 – Screwfix</p> <p>Water &amp; Wash products FOC donated by resident.</p> <p><b>Parish Magazine</b> – Council to vote to Accept costs 🖐</p> <p>Printing Costs 2,000 8 page glossy colour A5 brochure with hard cover £200  Delivery Costs £80</p> <p>Advertising @ £25 for half &amp; £50 for full page for local Businesses. Enquiries from outside area businesses £100 for full page.</p>
51.21	<p><b>Events Committee Update for 2021.</b></p> <p><b>Shotgate Park Market</b></p> <p><b>Proposed July Out of Lockdown Event</b></p> <p><b>Christmas Event.</b></p>
52.21	<p><b>Finance (to include any invoices received prior to meeting, and not noted below)</b> 🖐</p> <p>a) Chairman signed the Barclays Community Account Balance as at 28<sup>th</sup> March &amp; 30<sup>th</sup> May 2021</p>



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b) The Council to agree months bank reconciliations for March & April.

c) Councillors to resolve to pay the following:

### Finance cont.

Payment Type	Payee	Invoice Detail	Amount £'s	VAT
BACS	Miss E Morris	Clerk Wages	801.57	
BACS	HMRC	Employer Contribution	257.36	
BACS	BRB Building Services	Concrete Bases	250.00	
BACS	Window flowers	Summer/winter planting	2,130.00	
BACS	Pkf Littlejohn	Ext Audit 2019/20	288.09	
BACS	D Woolf	Bench Installation	70.00	
BACS	EALC & NALC	Affiliation Fees	709.04	
BACS	Mallorn Ltd	Website Fees	270.00	
BACS	Basildon BC	Safety Inspection Fees	225.00	
BACS	E. Morris	Clerks Wages	TBC	
BACS	HMRC	Employer Contributions	TBC	
BACS	H.Woolf	Gardening	TBC	

53.21

**Planning**  

Cllrs. Burton & Woolf to report on planning applications and give recommendations.

54.21

**Next council meeting** date June 8<sup>th</sup> 2021 possibly face to face. Covid-19 Self-Test (Rapid Antigen Test) will be available for all council members prior to the meeting. Awaits Government announcement regarding virtual meetings following Court Ruling.

**Meeting Closed.**



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