



# SHOTGATE PARISH COUNCIL

Chairman, Cllr. J. Woolf – Clerk Emma Morris clerk@shotgatepc.org.uk

**TO: Members of Shotgate Parish Council**

**You are hereby summoned to attend the Ordinary Meeting of Shotgate Parish Council, On Tuesday the 8<sup>th</sup> June 2021 at 7:30pm, at Shotgate Baptist Church Hall, Bruce Grove. For the purpose of transacting the following business. Members of the Press and public are invited.**

**Social Distancing and Covid-19 regulations will be observed.**

*Emma Morris*

**Clerk to Shotgate Parish Council  
Thursday 2<sup>nd</sup> June 2021**

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

<b>55.21</b>	<b>Chairman's Welcome &amp; Apologies &amp; Reasons for Absence</b> – Council to vote & Accept 🖐️
<b>56.21</b>	<b>Minutes of previous meeting.</b> (to be agreed and signed) 🖐️
<b>57.21</b>	<b>Declarations and Interests</b> (existence and nature)
<b>58.21</b>	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> 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.  <i>Nothing Raised at time of notice.</i>
<b>59.21</b>	<b>Borough/County Councillors Reports – ECC Highways/Basildon/Ward issues</b> County Cllr's – Ball & Buckley  Wickford North District Cllr's Brockman Morris Holliman
<b>60.21</b>	<b>Acceptance of End of year reports &amp; Approval of Annual Governance Statement Section 1</b> council to agree amendments & Chair to sign 🖐️
<b>61.21</b>	<b>Acceptance of End of year reports &amp; Approval of Annual Governance Statement Section 2</b> council to agree amendments & Chair to sign 🖐️



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62.21	<p><b>Internal Audit.</b>  <b>Council to accept and note and action recommendations made.</b>  <b>Appendix 1.</b></p>
63.21	<p><b>Action Plan/Community Projects/ /Funding Applications.</b></p> <p><b>For Council consideration and vote.</b></p> <p><b>Chairman Training.</b>  Motion for Cllr Woolf to attend three New Chairman training days at EALC to assist in the role of Chair.  £270 + VAT.</p> <p><b>Committee Meetings.</b>  Motion for all committee meetings to be scheduled to be held on the first Tuesday of every month, currently at Shotgate Baptist Church Hall from 7:30pm. The date will remain, however timings and location may change subject to Hall availability. If there is nothing to be brought for committee decision, the meeting will be carried over to the next month, to prevent unnecessary hire cost.</p> <p><b>Ordinary Meetings still to be held on the second Tuesday of every month.</b></p> <p><b>Parish Magazine – previous printers are no longer able to take our printing job. Cost to be refunded.</b>  Previous cost was for 2,000 8 page glossy colour A5 brochure with heavy cover £270.  Was an additional charge after they discovered they had incorrectly quoted for the print job.</p> <p>That Essex Leaflets – Print 1,500 magazines with heavy cover for £332.</p> <p>More quotes to be presented at the meeting.</p> <p><b>For Council Information only – no decisions needed.</b></p> <p><b>Movin’ On – Out Of Lockdown event. –</b>  The hire of the Park has not been authorised by Basildon Council for July. The event therefore cannot take place.</p>
64.21	<p><b>Finance (to include any invoices received prior to meeting, and not noted below) 🖐</b></p>



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a) Chairman signed the Barclays Community Account Balance as at 31<sup>st</sup> May 2021



b) The Council to agree months bank reconciliations for May.

c) Councillors to resolve to pay the following:

### Finance cont.

Payment Type	Payee	Invoice Detail	Amount £'s	VAT
BACS	Miss E Morris	Clerk Wages	771.57	
BACS	HMRC	Employer Contribution	235.46	
BACS	H. Woolf	Gardening	30.00	

**65.21 Casual Vacancy – co-option.**  
Council to consider four applications from local residents wishing to apply for the one vacancy in the role of Shotgate Parish Councillor.  
(Applications have been forwarded)  
Council to vote and co-opt one Councillor.

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

**67.21 Items for next Agenda.**

**68.21 Next council meeting date July 13<sup>th</sup> 7:30pm**

**Meeting Closed.**