



SHOTGATE PARISH COUNCIL

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

MINUTES FOR THE VIRTUAL PARISH COUNCIL MEETING HELD ON Tuesday 8th June 2021 @ 7.30pm, Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

Those Present

<i>Cllr Jackie Woolf -Chairwoman</i>	<i>Mr D. Crawford</i>
<i>Cllr Clive Burton</i>	<i>Mr D Aldridge</i>
<i>Cllr Trevor Hammond</i>	<i>MR A Carter</i>
<i>Cllr Eunice Brockman - arrived late</i>	<i>Ms T. Thornton</i>
<i>Cllr David Harrison - arrived late</i>	<i>Cllr Buckley</i>
<i>Miss Emma Morris - Clerk</i>	<i>Cllr Ball</i>

Meeting started at 19:30

55.21	Chairwoman's Welcome & Apologies & Reasons for Absence – Council to vote & Accept Cllr Mark Biddle – Personal Commitments Cllr Harrison Apologies to arrive late as at conflicting meeting Cllr Brockman Apologies to arrive late as at conflicting meeting All agreed & Accepted
56.21	Minutes of previous meeting. – Agreed.
57.21	Declarations and Interests (existence and nature) – Cllr Woolf has a DPI due to payments made to the Parish Council Gardener, being a family member.
58.21	Public Participation Session with respect to items on the agenda and other matters that are of mutual interest. Resident wishes to congratulate the Parish Council on arranging the monthly market.
59.21	County and Borough Councillors updates. <u>Cllr Malcolm Buckley</u> County now has a new leader, and Cllr Buckley is now head of Waste & Recycling for Essex County Council Cllr Ball is head of Education for Essex County Council. CiF funding projects are opening for grant applications. Locality Funding from Cllrs Ball & Buckley are also open for applications. DofE Award Scheme funding for lower income families to enable their children to participate.



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	<p><u>Cllr Tony Ball</u></p> <p>Covid Support Scheme has been launched Business Support Adaptation Grants Nurseries can now apply for grants for early years.</p>
60.21	<p>Acceptance of End of year reports & Approval of Annual Governance Statement Section 1. council to agree amendments & Chair to sign</p> <p>Unanimously agreed and signed</p>
61.21	<p>Acceptance of End of year reports & Approval of Annual Governance Statement Section 2. council to agree amendments & Chair to sign</p> <p>Unanimously agreed and signed</p>
62.21	<p>ANNUAL INTERNAL AUDIT REPORT 2020/2021</p> <p>The Council received and noted the Internal Audit report from Dave Crimmin of Heelis & Lodge, for 2020/21. Future internal audits would be undertaken by Heelis & Lodge It was noted that the Internal Auditor had commented on the low reserves of the council at the end of 20/21. That the Risk Assessment needed to be updated GDPR legislation. Moved to Action. ANNUAL GOVERNANCE STATEMENT 2020/2021</p>
63.21	<p>Action Plan/Community Projects/ /Funding Applications. For Council consideration and vote.</p> <p>Chairman Training. Motion for Cllr Woolf to attend three New Chairman training days at EALC to assist in the role of Chair. £270 + VAT. Committee Meetings.</p> <p>Motion unanimously carried.</p> <p>Committee Meetings. 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. Ordinary Meetings still to be held on the second Tuesday of every month.</p> <p>Motion unanimously carried</p>



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Parish Magazine – previous printers are no longer able to take our printing job. Cost to be refunded.

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.

That Essex Leaflets – Print 1,500 magazines with heavy cover for £332.

PDS – Print 1,500 magazines with heavy cover for £336

Unanimously decided to move forward with That Essex Leaflets, and to move to PDS in the event that That Essex Leaflets were fully booked.

64.21 Finance (to include any invoices received prior to meeting, and not noted below)

a) Chairman signed the Barclays Community Account Balance as at 30th May 2021

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

c) Councillors to resolve to pay the following: Agreed

Finance

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	

Comfort Break to 8:15pm
Cllrs Brockman & Harrison join the meeting.

65.21 Casual Vacancy – co-option.
Cllr Andrew Carter co-opted onto Shotgate Parish Council & signed the Acceptance of Office book.

66.21 Planning. – Nothing of note

67.21 Items for next Agenda.
Cif & other funding application proposals



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68.21	Date of next meeting. – July 13th 2021 at 7:30pm
	Meeting closed at 21.30