



SHOTGATE PARISH COUNCIL

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

Minutes from Annual Meeting of Shotgate Parish Council held on Tuesday May 10th 2022 at 7:30pm at Shotgate Baptist Church, Bruce Grove.

Motions for Council to vote & Accept indicated by 🖐️

46.22	<p>Council to vote in a Chairperson of Shotgate Parish Council. – Council to vote to Accept 🖐️</p> <p>Chairwoman Cllr Jackie Woolf Appointed unanimously.</p>
47.22	<p>Chairman’s Welcome & Apologies & Reasons for Absence – Council to vote & Accept 🖐️</p> <p>Cllr Carter absent due to ill health – Unanimously agreed</p>
48.22	<p>Minutes of Previous AGM (to be agreed and signed) 🖐️ Unanimously agreed</p> <p>Minutes of previous meeting. (to be agreed and signed) 🖐️ Unanimously agreed</p>
49.22	<p>Declarations and Interests (existence and nature)</p> <p>Nil</p>
50.22	<p>Council to vote in a Vice-chair for Shotgate Parish Council.– Council to vote to accept 🖐️</p> <p>Cllr Clive Burton Voted in 4 v 3 including Chairs casting vote.</p>
51.22	<p>Council to Agree and accept the current Council Committees. – Council to vote to accept 🖐️</p> <p>Personnel Committee Events & Open Spaces Committee Finance Committee</p> <p>Unanimously agreed</p>
52.22	<p>Council to vote in Chairperson for all agreed committees. – Council to vote to accept 🖐️</p> <p>Personnel Chair Cllr Woolf Events & Open Spaces Chair Cllr Burton Finance Chair Cllr Harrison</p> <p>Unanimously agreed</p>
53.22	<p>Council to vote to accept Standing Orders, Financial Regulations, GDPR, Risk Assessment, Committee Policies & Internal Controls . – Council to vote to accept 🖐️</p> <p>Unanimously agreed</p>



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54.22	Acceptance of End of year reports & Approval of Annual Governance Statement Section 1 council to agree & Chair to sign 🖐️ Unanimously agreed
55.22	Acceptance of End of year reports & Approval of Annual Governance Statement Section 2 council to agree & Chair to sign 🖐️ Unanimously agreed
56.22	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 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> Borough & County Councillors provided their reports.
57.22	Action Plan/Community Projects/Funding Applications Council to review all new Website quotes & choose which to adopt. . – Council to vote to accept 🖐️ held over to next meeting Council to discuss which grant applications should be made for the year 2022/23 The locality Fund & EALC funds should be looked into. Further discussion to be had at a later meeting.
58.22	Events Committee Update for 2022 Shotgate Park Markets inc Shotgate Summer Fayre (August 7th) Shotgate Jubilee Funday Shotgate Open -Air Theatre Christmas Event. Reports Given
59.22	Finance (to include any invoices received prior to meeting, and not noted below) 🖐️ Chairman signed the Barclays Community Account Balance as at 30 th April 2022 £30,060.93 Unanimously agreed a)



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b) The Council to agree months bank reconciliations for April. Unanimously agreed

c) Councillors to resolve to pay the following: Unanimously agreed

Finance cont.

Payment Type	Payee	Invoice Detail	Amount £'s	VAT
BACS	Miss E Morris	Clerk Wages	973.42	
BACS	HMRC	Employer Contribution	378.20	
BACS	Hill Allen	Accountants	132.20	
BACS	Carla Watson	Post Mums Delivery	80.00	
BACS	Heelis & Lodge	Internal Audit	225.00	
BACS	PLRS	Sound Stage	1,600.00	
BACS	Chengs Adverting S.Ford	Jubilee Advertising	199.50	
BACS	Chengs Adverting S.Ford	Events leaflets	125.00	
BACS	J Wolf	Jubilee Ribbons	44.61	
BACS	J.Woolf	Jubilee Banners	64.55	

60.22

Planning  

Cllr Hammond to report on planning applications and give recommendations.

Nothing of note

61.22

The following item is to be held in private, as it relates to employment issues, Members of the Public & Press are asked to leave the meeting. Clerk to leave the meeting for this item, and Minutes to be taken by Cllr Burton

Council fully agreed Clerks appraisal.

62.22

Next council meeting date June 14th 2022

Meeting Closed.



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