



SHOTGATE PARISH COUNCIL

Chairwoman, Cllr. J. Woolf jackiewoolf@sky.com – 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 12th of March 2024 at 7:30pm. Being held at Shotgate Baptist Church Hall, Bruce Grove

For the purpose of transacting the following business.

Emma Morris

Clerk to Shotgate Parish Council

Wednesday 6th March 2024

Motions for Council to vote & Accept indicated by 🖐️

24.24	Chairman's Welcome & Apologies & Reasons for Absence – Council to vote to Accept 🖐️
25.24	Minutes of previous meeting. (to be agreed and signed) 🖐️
26.24	Declarations and Interests (existence and nature)
27.24	<p>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</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>Community engagement with Hilltop Primary School</i></p>
28.24	<p>Essex County Councillors to Present their reports, on matters relevant to Shotgate residents.</p> <p>Cllr Malcolm Buckley Cllr Tony Ball</p>
29.24	<p>Wickford North Borough Councillors to Present their reports, on matters relevant to Shotgate residents.</p> <p>Cllr Eunice Brockman Cllr Carole Morris Cllr Peter Holliman</p>



SHOTGATE PARISH COUNCIL



Chairwoman, Cllr. J. Woolf jackiewoolf@sky.com – Clerk Emma Morris clerk@shotgatepc.org.uk

<p>30.24</p>	<p>Action Plan/Community Projects/Funding Applications - Council to vote to accept 🖐️</p> <p>Cllr Woolf Presents updates and proposals from Events Working Party Meeting. Council to hear and approve any matters arising from the meeting.</p> <p><i>Shotgate Shops clear up – clean up. Discuss options.</i></p> <p><i>Shotgate Village Show 2025 – content, location, dates, funding options.</i></p> <p><i>Planting options of ECC donated native trees. Verges along Bruce Grove & the avenues. Shotgate Roundabout National Grid site. Permissions being sought. Community Engagement day to plant them all.</i></p> <p>Cllr Aldridge Updates on the poor state of repair of the Shotgate Park pathways.</p> <p>Cllrs Deadman & Hammond Picnic & Play in the park. Date required, content to be discussed. Funding options.</p>																				
<p>31.24</p>	<p>Appointment of Internal Auditor.- Council to vote to accept 🖐️ Council to agree to appoint Heelis & Lodge as Internal Auditor for the end of year accounts for 23/24</p>																				
<p>32.24</p>	<p>Finance (to include any invoices received prior to meeting, and not noted below) 🖐️</p> <p>a) Chairman to sign the Barclays Community Account Balance as at 29th February 2024 - £12.142.16</p> <p>b) The Council to agree months bank reconciliations for February 2024.</p> <p>c) Councillors to resolve to the payment of the following invoices from February/ March</p> <p>Finance cont.</p> <table border="1" data-bbox="252 1765 1418 2047"> <thead> <tr> <th>Payment Type</th> <th>Payee</th> <th>Invoice Detail</th> <th>Amount £'s</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>Miss E Morris</td> <td>Clerk Wages</td> <td>1039.03</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>HMRC</td> <td>Employer Contribution</td> <td>354.30</td> <td>N/A</td> </tr> <tr> <td>BACS</td> <td>Miss E. Morris</td> <td>Re-Imbursement</td> <td>34.00</td> <td>N/A</td> </tr> </tbody> </table>	Payment Type	Payee	Invoice Detail	Amount £'s	VAT	BACS	Miss E Morris	Clerk Wages	1039.03	N/A	BACS	HMRC	Employer Contribution	354.30	N/A	BACS	Miss E. Morris	Re-Imbursement	34.00	N/A
Payment Type	Payee	Invoice Detail	Amount £'s	VAT																	
BACS	Miss E Morris	Clerk Wages	1039.03	N/A																	
BACS	HMRC	Employer Contribution	354.30	N/A																	
BACS	Miss E. Morris	Re-Imbursement	34.00	N/A																	



SHOTGATE PARISH COUNCIL

Chairwoman, Cllr. J. Woolf jackiewoolf@sky.com – Clerk Emma Morris clerk@shotgatepc.org.uk

			Easter eggs		
	BACS	Applause	Puppet Petting Theatre	150.00	N/A
	BACS	PKF Littlejohn	Ext Audit	252.00	N/A
	BACS	Cllr Brockman	Re-Imbursement. Memorial Flowers for HRH Queen Elizabeth II	80.00	N/A
	BACS	Go Cardless	Microsoft Office Subscription	10.30	2.06
	BACS	S.Ford	Chengs Advertising. Magazine Printing	420.00	N/A
	BACS	H. Woolf	Gardening	101.00	N/A
	BACS	Windowflowers	Planting Displays	7661.80	1532.00
33.24	Planning  				
	Cllr Hammond & Cllr Aldridge to report on planning applications and give recommendations.				
34.24	Matters for next Month's meeting				
35.24	Next council meeting date April 9 th 2024.				
	Meeting Closed.				