**NOTICE OF SHACKLEFORD PARISH COUNCIL MEETING**

**11 May 2020**

**To the Councillors of Shackleford Parish Council - your VIRTUAL attendance is requested at a meeting of the Council at 7.30pm on Monday 11 May 2020. The clerk will forward the meeting code in advance. Please let me know if you are unable to attend.**

**Kate Lingard** Clerk to the Council  Contact: shacklefordclerk@gmail.com

**PUBLIC SESSION**

Local residents are welcome to attend and raise any relevant issues or concerns informally.

**IF YOU WISH TO ATTEND THE MEETING PLEASE EMAIL THE CLERK TO GET THE MEETING CODES TO JOIN THE VIRTUAL ZOOM MEETING.**

**AGENDA**

1. **Apologies for Absence**
2. **To fill a Casual Vacancy on the Council** – members to vote on co-opting a new councillor to fill casual vacancy. New councillor to sign the declaration of acceptance and fill in Register of Interests (to be returned to the clerk).
3. **Declarations of Interest -** members are requested to disclose personal or prejudicial interests they may have in the items on the Agenda
4. **Minutes of meeting held on 13 January 2019 –** to be approved and signed
5. **Matters Arising (**for information only**)**
6. **County and Borough Councillors –** to receive an update on new and outstanding matters
7. **Highways and Byways –** latest update on issues
8. **Cyder House Field** – to approve the removal of a small oak tree in the Cyder House field, subject to certain conditions being met
9. **Shackleford Centre** – to approve a councillor to be the SPC representative (director) of the Shackleford Centre
10. **Finance**
11. **Expenses** – to approve the following payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Amount** | **Reason for expenditure** | **VAT** | **Payee** |
| 1/3/20 | £9.95 | Website fee | 1.66 | 34SP |
| 1/2/20 | £9.95 | Website fee | 1.66 | 34SP |
| 1/4/20 | £9.95 | Website fee | 1.66 | 34SP |
| 1/5/20 | £9.95 | Website fee | 1.66 | 34SP |
| 11/5/20 | £218.05 | SSALC annual membership  | 0 | Surrey ALC Limited  |
| 11/05/20 | £201.19 | Clerk’s expenses including:Website Renewal feeZoom Membership Printer Ink  | Zoom meeting – 2.40Printer Ink- 9.20Domain renewal - 10.83 | Kate Lingard  |
| 17/03/20 | £35.80 | Flowerbed (authorised late due to cancelled March meeting (coronavirus))  | 0 | C. Bell  |
| 11/05/20 | £107.50 | Mountings for Speed Sign  | 20 | Westcotec |
| 11/05/20 | £252 | HGV signs  | 42 | Blue Dot Display Ltd |
| 11/05/20 | £350 | Annual Chairman’s Allowance  | 0 | B. Carter-Manning  |
| 11/05/20 | £525.60 | Annual Insurance  | 0 | Came &Company  |

1. **Annual Governance and Accountability Return –** to review and approve the following documents circulated in advance by the clerk (if approved Clerk to sign and date and then deliver to Chairman to sign and date):
2. **Section 1 Annual Return – Annual Governance Statement 2019/20**
3. **Section 2 Annual Return – Accounting Statements 2019/20**
4. **Certificate of Exemption**
5. **Bank Reconciliation as at 29 March 2020**
6. **Explanation of significant variances 2019/20**
7. **Asset Register as at 31March 2020**

The AGAR and SPC accounts/records will now go to the internal auditor and the relevant financial information will be published on the website in line with current guidelines.

1. **Other Correspondence –** Kent Surrey Sussex Air Ambulance donation letter
2. **Next meetings:**  Monday 6th July

Monday 7th September

Monday 9th November

**DATED** 30 April 2020