

# NOTICE OF SHACKLEFORD PARISH COUNCIL MEETING

12 November 2019

To the Councillors of Shackleford Parish Council - your attendance is requested at a meeting of the Council at 7.30pm on Tuesday 12 November 2019 at the Shackleford Centre, School Lane, Shackleford.

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.

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest** - members are requested to disclose personal or prejudicial interests they may have in the items on the Agenda
3. **Minutes of meeting held on 10 September 2019** – to be approved and signed
4. **Matters Arising** (for information only)
5. **County and Borough Councillors** – to receive an update on new and outstanding matters
6. **Highways and Byways** – latest update on issues
7. **War Memorial** – to discuss the recent works
8. **Cyder House Field** – to discuss the planting of a new oak tree
9. **Local volunteers/items:**
  - (a) **VAS** – volunteers needed to attend training change the battery fortnightly on the speed sign
  - (b) **BT telephone box** – volunteers needed to paint the village box
  - (c) **Recycling centre visit and climate change talk** – to assess local interest in attending these
  - (d) **Quarry Road** – volunteer needed to fill grit bin

## 10. Finance

(a) **Expenses** – to approve and sign cheques for the following payments:

Date	Amount	Reason for expenditure	VAT	Payee
1/9/19	£9.95	Website fee	1.66	34SP
1/10/19	£9.95	Website fee	1.66	34SP
12/11/19	£82.62	Clerk's expenses	0	Kate Lingard
12/11/19	£25	Hall Hire	0	Shackleford Centre
12/11/19	£375	Car park hedge trimming	0	Greenhill
12/11/19	£216.67	Training for VAS sign	0	Surrey County Council
12/11/19	£120	Emergency telephone line annual fee	20	Community Heartbeat Trust

(b) **Receipts** – to note the following payments:

Date	Amount	From	Reason
29/9/19	£150	Stovolds	Annual Rent for Cyder House Field
11/9/19	£605.50	GBC	Grant for Playbark

## (c) Annual Review of Internal Controls and Documents

To approve and sign the following documents (circulated in advance by Clerk):

- (i) **Asset Register as at 31 September 2019**
- (ii) **Bank Reconciliation as at 31 September 2019** – to be signed off by a member of the council other than the Chairman, in accordance with new Financial Regulation requirements
- (iii) **Risk Assessment for 2019**
- (iv) **New Financial Regulations (precedent from NALC 2019 edition)**
- (v) **New Standing orders (precedent from NALC 2018 edition)**

To review/note if any amendments are necessary to the following (circulated in advance by Clerk):

- (vi) **Existing Data Protection Policies on Breach, Retention and Security**

- (d) **To discuss the Provision of a Chairman's Allowance** – any amount approved must be published within 14 days

## 11. Other Correspondence

12. **Next meetings:** Monday 13<sup>th</sup> January  
Monday 11<sup>th</sup> May  
Monday 7<sup>th</sup> September
- Monday 16<sup>th</sup> March  
Monday 6<sup>th</sup> July  
Monday 9<sup>th</sup> November

**DATED 5 November 2019**