**SHACKLEFORD PARISH COUNCIL**

**NOTICE - to the Councillors of Shackleford Parish Council - your attendance is requested at a meeting of the Council at 7.30pm on *Tuesday* May 7 2024. 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 local issues or concerns informally at the beginning of the meeting.

**AGENDA**

1. **Apologies for Absence**
2. **Election of chairman and vice chairman and signing of acceptance of office –** the council will elect a chair and vice-chair for the 2024/25 and they will then sign their new acceptance of office forms
3. **Registers of Interest –** Councillors are reminded to notify any changes in their interests and amend their Registers and send to GBC and the Clerk
4. **Declarations of Interest -** members are requested to disclose personal or prejudicial interests they may have in agenda items
5. **Minutes of meeting held on 19 March 2024 –** to be approved and signed
6. **Matters Arising (**for information only**)**
7. **County and Borough Councillors –** to receive an update on new and outstanding matters
8. **Highways and Byways –** latest update on issues
9. **Jubilee Field** – to discuss the current situation in relation to the Field
10. **Finance – (a) Expenses** – to approve the following payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Amount** | **Reason for expenditure** | **VAT** | **Payee** |
| 1/4/24 | £11.95 | Website fee | 1.66 | 34SP |
| 1/5/24 | £11.95 | Website fee | 1.66 | 34SP |
| 07/05/24 | £154.03 | Clerk’s expenses – including renewal of domain name  | 10.83 | Kate Lingard  |
| 07/05/24 | £350 | Annual Chairman’s Allowance  | 0 | B. Carter-Manning  |
| 07/05/24 | £230.63 | Subscription Fee | 0 | Surrey ALC Ltd  |
| 07/05/24 | £736.23 | Insurance renewal  | 0 | AJ Gallagher  |
| 07/05/24 | £60 | Repairs to village sign  | 10 | AGM Ltd  |
| 07/05/24 | £216 | Works to cherry tree | 36 | 1st Call Trees Ltd  |

1. **Receipts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Amount** | **Reason**  | **Payor** |
| 3/4/24 | £8,573 | Precept  | GBC |
| 20/3/24 | £150 | Cyder House Rent – payment late, normally received in September  | Stovolds  |

1. **Annual Governance and Accountability Return –** to review and approve the following documents circulated in advance by the clerk (if approved, clerk and chairman to sign and date):
2. **Section 1 Annual Return – Annual Governance Statement 2023/24**
3. **Section 2 Annual Return – Accounting Statements 2023/24**
4. **Certificate of Exemption**
5. **Bank Reconciliation as at 31 March 2024**
6. **Explanation of significant variances 2023/24**
7. **Asset Register as at 31March 2024**

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. **Exercise of Public Rights for 2023/24** – to note that the dates set will be from 3 June until 12 July 2024 and that these dates will be published by the clerk
2. **Other Correspondence**
3. **Next meetings:**  **Monday 22nd July**

**Monday 9th September**

**Monday 18th November** **DATED** 1 May 2024