Shotton
PARISH COUNCIL

Clerk of the Council: MR. S. WARDLE

14 Claypool Farm Close, Hutton Henry,
Hartlepool, Co Durham, TS27 4QZ
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Mobile: 07904 278889
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Date: 19th November 2025

Dear Member,

You are hereby summonsed to attend a meeting of the Shotton Parish Council to be held at Shotton Community Hub, Bridge Road, Shotton Colliery, DH6 2PQ on Monday 24th November 2025 at 6.00pm for the purpose of transacting the following business:

Members of the public are invited to address the Council between 6.00pm and 6.15pm.

S Wardle
Clerk to the Council

A G E N D A

1. **TO ACCEPT APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

3. **TO CONFIRM THE MINUTES OF THE LAST MEETING HELD ON THE 27th OCTOBER 2025** (copy to follow)

4. **GROUNDSMANS REPORT**

5. **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL & MATTERS RAISED BY COUNCILLORS**

6. **COUNTY COUNCILLOR REPORTS**

7. **SHOTTON PARTNERSHIP & DCC AREA NETWORK UPDATE**

8. **FINANCIAL MATTERS**
   i. Payments November 2025
   ii. Bank Mandate
   iii. Internal Audit Arrangements 2025 and 2026

9. **PLANNING MATTERS** (details previously circulated by email)

10. **PROGRESS REPORT OF THE CLERK**
    - YIF Shotton Youth Centre
    - Remembrance Day
    - Christmas Tree Lighting
    - IT Systems Update
    - Clerk Recruitment Update

11. **CORRESPONDENCE**

12. **DATE & TIME OF NEXT MEETING**
    Due to Christmas & New Year Recess Monday, 26th January 2026 at 6.00pm at Shotton Community Hub

TO: All Members of Shotton Parish Council,
Durham County Councillors: Howard Brown, Louise Penders & Louise Taylor
c.c. Public Notice