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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Date: 23rd March 2026

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 30th March 2026 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 MEETINGS HELD ON THE 23rd FEBRUARY 2026 AND SPECIAL MEETING HELD ON 4th MARCH 2026** (copies to follow)

4. **GROUNDSMANS REPORT**

5. **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL**

6. **COUNTY COUNCILLORS' & DCC NETWORK REPORTS & UPDATE**
   - S106 Application for Shotton allocation by Haswell Parish Council

7. **SHOTTON PARTNERSHIP & SYC UPDATE**

8. **FINANCIAL MATTERS**
   i. Payments March 2026
   ii. Internal Audit & Review of Internal Audit Arrangements
   iii. Bank Mandate Changes & Interim arrangements

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

10. **PROGRESS REPORT OF THE CLERK**
    i. YIF Shotton Youth Centre Update
    ii. Assertion 10 Requirements (digital, data, accessibility & information governance requirements}
    iii. Clerk retirement - handover progress
    iv. Tacnabora Ad Gefrin "Community Standard Bearer" Awards 2026
    v. FA Football Machinery Grant and Pitch Assessment

11. **CORRESPONDENCE**

12. **DATE & TIME OF NEXT MEETING**
    The next meeting will be held on Monday, 27th April 2026 at 6.00pm at Shotton Community Hub

13. **EXCLUSION OF PRESS & PUBLIC**
    To RESOLVE that, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential and personal nature of the business to be transacted, the public and press leave the meeting during consideration of the following item

14. **CLERK & RFO RETIREMENT AND OTHER STAFFING EFFICIENCY ARRANGEMENTS**.

TO: All Members of Shotton Parish Council,
Durham County Councillors H Brown, L Taylor & L Penders
c.c. Public Notice Boards
Mr Keith Murray-Hetherington