

MERTON PARISH COUNCIL

Minutes of the Annual General Meeting
Held on Monday 8th May 2017 in The Clinton Hall

Councillors Present: Tim Horner (Chair), Steve Papworth (Vice Chair), Jill Malcolm, Philip Collins, Chris Laughton and Bill Brown

Parish Clerk: Zena Tett

Also in attendance: No members of the public were present

BUSINESS TRANSACTED

1. Election of Officers:

- 1.1 Cllr Collins proposed Cllr Papworth for Chairman this was seconded by Cllr Malcolm, all in favour.
- 1.2 Cllr Collins proposed Cllr Horner for Vice Chairman, this was seconded by Cllr Brown, all in favour.
- 1.3 Cllr Horner proposed Cllrs Papworth, Collins and Laughton as representatives of the Churchyard Committee, seconded by Cllr Malcolm, all in favour.
- 1.4 Cllr Collins proposed Cllr Horner be appoint representative of the Clinton Hall Committee, this was seconded by Cllr Malcolm, all in favour

2. **Declaration of Acceptance of Office:** Cllr Papworth signed the Declaration of Acceptance of Office.

3. **Apologies for Absence:** Cllrs Nancekevill and Scantlebury

4. **Minutes of the Last Meeting:** held on Monday 23rd May 2016 were agreed and signed as a true record. Proposed by Cllr Collins, seconded by Cllr Horner and all in favour.

5. **Public Speaking Time:** none present

6. **Declarations of Interest:** Cllrs Horner and Malcolm – Play Equipment Committee members

7. Agree/Review the following documents:

- 7.1 Standing Orders – it was proposed by Cllr Collins that the Standing Orders should be formally adopted, this was seconded by Cllr Horner, all in favour. The Chairman signed the copy and the Clerk was asked to send copies to all Councillors. **Action Clerk**
- 7.2 Financial Regulations – it was proposed by Cllr Collins that the Financial Regulations should be formally adopted, this was seconded by Cllr Horner, all in favour. The Chairman signed the copy and the Clerk was asked to send copies to all Councillors. **Action Clerk**
- 7.3 Asset Register was reviewed, Cllr Collins mentioned the Scroll that hadn't been printed, Cllr Horner suggested all Councillors explore options on having

a new Scroll printed. **Action Councillors.** Clerk to amend the Asset Register to include both the Village Hall and The Square with nominal values of £1.00 which was proposed by Cllr Horner, seconded by Cllr Brown, all in favour. **Action Clerk**

7.4 Insurance Arrangements: Cllrs agreed to continue with Zurich Municipal, however, Cllr Horner asked for the new Play Equipment to be added and second laptop removed. **Action Clerk**

7.5 Register of Interests: Clerk to resend email. **Action Clerk**

7.6 Subscriptions/Grants: Cllr Horner proposed granting the Churchyard Committee £400, seconded by Cllr Malcolm, all in favour. **Action Clerk**

7.7 2017/18 Meeting Dates: the dates for 2017/18 meetings were agreed as:

- 10th July 2017
- 11th September 2017
- 13th November 2017
- 8th January 2018
- 12th March 2018
- 14th May 2018

There being no further business, the meeting closed at 8:40pm

SIGNED AS A TRUE RECORD: c..... (Chair)

NAME: DATE: