

# **MERTON PARISH COUNCIL**

Notice is hereby given that the Annual meeting of Merton Parish Council will take place on **Monday 13<sup>th</sup> May 2019 in the Clinton Hall, Merton at 7:30pm.**  
All Councillors are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

All members of the public are welcome.

**To receive declarations of acceptance of office forms from all Cllrs**

## **AGENDA**

- 1.5.19. Election of Chairman and signing of declaration of acceptance of office form.**  
(RR2019/019)
- 2.5.19. Election of Vice-Chair and signing of declaration of acceptance of office form.**  
(RR2019/020)
- 3.5.19. Apologies for absence:** Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting.
- 4.5.19. Minutes of the Last Meeting** – to consider the approval of the Minutes of:
  - a) the Annual Meeting held 14<sup>th</sup> May 2018
  - b) the meeting held 11<sup>th</sup> March 2019
- 5.5.19. Declarations of Interest:** Councillors are invited to declare any interests they may have in any items to be considered at this meeting, including the nature of the interest. They are also reminded that their Register of Interests forms must be with the Clerk by the 28<sup>th</sup> May for copying and submission to TDC.
- 6.5.19. Public Speaking Time** – members of the public are invited to speak on issues on this Agenda, raise issues for future consideration, or other matters which the council has some control over during this item on the Agenda. Members of the public may not speak during other items of Parish Council business.
- 7.5.19. District and County Councillor Reports.**
- 8.5.19. Governance Documents & Policies** – to consider the approval and ratification of the following documents (Circulated to Cllrs & available at the meeting):
  - a) MPC 001 Standing Orders
  - b) MPC 002 Code of Conduct
  - c) MPC 003 Financial regulations
  - d) MPC 004 Scheme of Delegation
  - e) MPC 005 Complaints & Grievances Policy.
  - f) MPC 006 Data Retention & Disposal Policy
  - g) MPC 007 Freedom of Information Policy
- 9.5.19. To review and approve the following:**
  - a) Asset Register (see agenda support doc) and arrangements for inspection.
  - b) Subscriptions to external bodies: DALC £70.86, TTVS (amount to be confirmed at meeting).
  - c) Grants – Amounts in Budget: £400 Churchyard Committee, £250 Clinton Hall.
  - d) 2019-20 Meeting dates: 8<sup>th</sup> July, 9<sup>th</sup> Sept, 11<sup>th</sup> Nov, 13<sup>th</sup> Jan 2020, 9<sup>th</sup> March, 13<sup>th</sup> May
  - e) Cllrs roles and membership on external groups (see agenda support doc)

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**10.5.19. To Review and Approve the Council's insurance.** – Clerk – Quotes to be presented at the meeting

**11.5.19. Year-end financial documents:** (Circulated to Cllrs & available at the meeting)

- a) To receive Internal Audit report for financial year 2018-19
- b) To complete and approve Annual Governance Statement 2018-19
- c) To approve Annual Accounting statement 2018-19 & supporting documents.
- d) To approve dates for Exercise of Public rights. (Monday 3<sup>rd</sup> June – Friday 12<sup>th</sup> July)
- e) To receive year end budget report.

**12.5.19. Matters arising from the last meeting:**

- a) New Footpaths & Bridleways – delegation of project to a Cllr - Cllr Papworth
- b) Village Benches- Update on the 2 new benches – Cllr Papworth
- c) Flowerbed on The Square – Update on project – Cllr Papworth
- d) High-speed Broadband Failure – update - Cllr Papworth
- e) Clinton Hall Property Valuation –update - Clerk
- f) Village Notice Board – update - Cllr Papworth
- g) Freedom of Merton – update on cabinet – Cllr Papworth

**13.5.19. Clerks Reports to include:**

- a) Communities together fund: will not be running in 2019-20
- b) Play equipment inspection report – Summery in Agenda support document.
- c) Approval of Clerks hours for submission to TDC accountancy team – As presented at Parish Council Meeting.
- d) Consideration of approval for Clerk to take on payroll responsibilities from TDC.
- e) Purchase of Anti-Virus Software for PC Laptop – Update
- f) Consideration of approval for Clerk to have read only internet banking access to read & print Statements. (forms available at the meeting)
- g) Declarations of acceptance of office to confirm receipt of forms from all Cllrs.
- h) Future DALC training courses resolution required for attendance: (see Agenda support Document for list of courses, times, locations and amounts)
- i) Reminder to Cllr that election expenses forms must be returned to TDC by the 31<sup>st</sup> of May.

**14.5.19. Councillors' Reports and Items for Future Agenda** – each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas.

Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

**15.5.19. Finance**

- a) To consider the schedule of payments presented by the Clerk at the Meeting.
- b) Bank reconciliation to be presented at Parish Council meeting - Clerk
- c) Bank Signatories to confirm current and consider additional signatories - Clerk

**16.5.19 Confirmation of Next Meeting Dates –**

- a) The Annual Parish Meeting will be held on Monday 20<sup>th</sup> May 2019 at 7pm.
- b) The next meeting of the Council will be 8<sup>th</sup> July 2019 at 7.30pm

*Alice Turner*

**Alice Turner – Proper Officer & R.F.O**

**Date 7<sup>th</sup> May 2019**

Members of the Public can get the agenda support document from [www.mertondevon.com](http://www.mertondevon.com) or by contacting the Clerk 01837 83484 / [clerk.mertonparishcouncildevon@gmail.com](mailto:clerk.mertonparishcouncildevon@gmail.com)