

Merton Parish Council.

Agenda Support Document.

Annual Parish Council Meeting to be held at the Clinton Hall on Monday 13th May 2019 at 7.30pm.

Agenda Item number: 9.5.19 (a)

**Merton Parish Council
Asset Register as of 1st April 2019**

Asset	Cost to Council	Date acquired (if known)	Date disposed of	Location	Estimated Replacement Value
<u>LAND</u>					
The Square	£1.00			Merton Village Square	
<u>BUILDINGS/STRUCTURES</u>					
Village Hall	£1.00			Clinton Hall	
Stone bus shelter	£9,443.00			The Square	
Wooden Circular Seat	£1,180.00			The Square	
Granite Stone Monument	£3,570.00			Corner of road to The Clinton Hall	
Jubilee Sundial	£2,409.88			Beside road to The Clinton Hall	
Football Posts	£132.00			Playing Field	
Wooden bus shelter				Opposite The Square	
Picnic tables				Play area	
Bench				Junction of Beaford road and A386	
Bench				A386 opposite the Malt Scoop	
Bench				Junction of road to Hall and A386	
<u>EQUIPMENT</u>					
2-way radios	£349.00			The Clinton Hall	

Merton Parish Council.

Glass Vase	£530.00			The Clinton Hall	
Defibrillator	£1,120.00			Outside Post Office	
Laptop	£399.93			Clerk's residence	
Play Equipment & Surface	£42,905.00			Play area	
DAAT Lights	£7,000.00			Playing Field	
Filing Cabinet	£100.00			Village Hall	
Laptop Bag	£9.04	09/02/2019		Clerk's residence	
External Hard-drive				Clerk's residence	
Defibrillator Cabinet??					
Total	£69,149.85				

Agenda Item number: 9.5.19 (e)

Roles to be confirmed:

<u>Description</u>	<u>Current Councillor in role</u>
Church Yard committee representative(s)	Cllr Papworth & Mr P. Collins
Playground equipment committee representative(s)	Cllr. Malcolm
Clinton Hall Committee representative(s)	
Defibrillator	Cllr Papworth
Liaison with Handyman	Cllr Papworth
Snow Warden	Cllr Brown
Asset inspection group	

Merton Parish Council.

Agenda Item number: 13.5.19 (b)

Full report circulated to Councillors and available to public on request.

Summary of items requiring attention.

Page 7: Swing – Mixed – 1 Bay - 1 junior and 1 toddler seat. 1 remedial task identified.

Description: The covers should be removed from the fitting at the top of the chain annually and the shackle bolt should be checked for wear.

Tasks: replace at 70% of original diameter (30% wear).

Low risk



Page 8&9: MUGA. 2 Remedial tasks identified.

Description 1: Encroaching vegetation or trees.

Task 1: Brambles coming through the wire mesh – cut back vegetation outside of the unit.

Medium Risk



Description 2: Moss is present

Task 2: remove moss – Surface is very slippery in places – Clean the surfacing.

Low Risk

Merton Parish Council.

Agenda Item number: 13.5.19 (h)

Being a Good Councillor - 9.45am - 4.00pm - £55 +VAT/ person (includes lunch and refreshments)

- *Wed 5 June 2019 , [The Watermark, Ivybridge](#)*
- *Tue 11 June 2019 , [Exeter Court Hotel](#)*
- *Thu 20 June 2019 , [Best Western Tiverton Hotel](#)*
- *Wed 26 June 2019 , [Okehampton Business Centre](#)*
- *Tue 2 July 2019 , [Caddsdawn Business Centre, Bideford](#)*
- *Thu 11 July 2019 , [The Passage House Hotel, Kingsteignton](#)*
- *Wed 17 July 2019 , [The Beehive, Honiton](#)*

Our 'Being a Good Councillor' course is designed as an introduction for new councillors. The interactive full-day course covers four modules and will assist councillors in gaining greater knowledge of local councils and their role within it.

The modules are:

- 1 - Roles and Responsibilities.** A look at what a local council is and what makes it a good council, and the roles of its officers and members.
- 2 - Powers, Duties and Precepts.** An introduction to what local councils can do and how to choose the right activities for the community.
- 3 - Management and Meetings.** A discussion on local council meetings, and how to make them effective with good paperwork and procedures.
- 4 - The Council and the Community.** An exploration of a councillors role as a community representative and leader, and partnership working.

Chairmanship - 6.30 - 8.30pm £30 + VAT person

- *Wed 12 June 2019 , [Exeter Court Hotel](#)*
- *Thu 27 June 2019 , [The Amory Centre, South Molton](#)*
- *Mon 8 July 2019 , [The Watermark, Ivybridge](#)*

This course is designed for a new Chairman or an existing Chairman wanting to update their knowledge on a Chairmans responsibilities and how to run an effective Council.

The course covers:

- Why do we have meetings?
- What do chairman do?

Merton Parish Council.

- Preparing for meetings
- Knowing the rules (procedures, standing orders)
- Managing the meeting
- Handling conflict

Contracts and Procurement -10.00am - 1.00pm - £40 + VAT per person (includes lunch and refreshments)

Tue 18 June 2019 , [The Devon Rural Hub, Cheriton Bishop](#)

This session is for anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils.

This session is an introduction to the basics of procurement for local councils – inviting quotes, producing specifications and tender documentation, achieving competition and value for money, managing contracts.

Topics include:

- EU procurement thresholds
- Basic terminology and steps involved in procurement
- Estimates, quotes and tenders
- Producing a specification
- Quality and value for money
- Advertising, including Contracts Finder

Session benefits: By the end of Contracts and Procurement you will:

- Be aware of EU procurement thresholds
- Recognise when you must advertise on Contracts Finder
- Understand how to produce a specification for what you want
- Understand the basic terminology and steps involved in procurement
- Be able to ensure your procurement achieves value for money

Finance for Councillors - 2.00 - 4.00pm - £40 + VAT per person - *Tue 18 June 2019 , [The Devon Rural Hub, Cheriton Bishop](#)*

Merton Parish Council.

This session is designed to give councillors a greater understanding of their duties with regard to the council's finances. Topics include:

- Roles and responsibilities
- setting a budget and precept
- Financial control
- How VAT applies to local councils
- The Annual Return
- Internal and external audit

Session benefits: By the end of Local Council Finance you will:

- Understand the council's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Understand how VAT law applies to your council
- Be aware of how the council's accounts are prepared and audited
- Recognise the importance of internal controls

Planning: 6.30pm - 8.30pm - £40 + VAT person

- *Thu 4 July 2019 , [The Devon Rural Hub, Cheriton Bishop](#)*
- *Mon 22 July 2019 , [The Devon Rural Hub, Cheriton Bishop](#)*
- *Wed 11 September 2019 , [The Devon Rural Hub, Cheriton Bishop](#)*

This course is designed for both councillors and clerks wanting to gain greater understanding of the planning system and the council's role within it.

The course covers:

- What is planning? An overview of the planning system and where the local fits in the system
- What is expected of the parish/town council?
- How to consider a planning application - council meetings and role of the public
- How to comment on planning applications - material considerations and good planning terminology
- How not to comment on planning applications
- Engaging with developers and pre-application discussions