

Merton Parish Council

Clerks details: Alice Turner 01837 83484 / clerk.mertonparishcouncildevon@gmail.com

Notice is hereby given that the Annual Meeting of Merton Parish Council will take place on Tuesday 4th May 2021 at 7:30pm via Zoom.

This meeting is being held virtually in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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 attend. If you wish to speak during Public Speaking please inform the Clerk via the chat function/verbally when admitted to the room.

Login Information:

[Click Here to Join the Meeting](#)

www.zoom.us Meeting ID: 879 2040 8711 Passcode: 283110

[Find a local number to join the meeting by phone](#) - Fees may apply (ID & Passcode above)

The virtual meeting room will be open from 7.15pm.

Please note that the meeting is recorded by the Clerk to facilitate the taking of minutes, recording will begin when the Chair formally opens the meeting (agenda item 1.5.21)

AGENDA

1.5.21 Welcome:

Chair to open meeting and explain how the meeting will work, including a reminder that the meeting is recorded by the Clerk to assist in the preparation of the minutes.

2.5.21: Election of Chair

To include arrangements for signing of declaration of acceptance of office forms.

3.5.21 Election of Vice-Chair

To include arrangements for signing of declaration of acceptance of office forms

4.5.21 Apologies for absence:

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting.

5.5.21 Minutes of the Last Meeting:

Cllrs to consider the approval of the Minutes of the virtual meeting held Monday 26th April 2021.

6.5.21 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 to consider whether in the light of recent activities any items within their Register of Interests should be updated.

7.5.21 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 unless invited to do so at the chair's discretion.

8.5.21 District / County Councillors & Police Reports.

- a) County Cllr Andrew Saywell
- b) District Cllr Richard Wiseman
- c) Police report - FPCSO Brown

9.5.21 Governance Documents & Policies

Cllrs to consider/review the following documents (available from the Clerk):

- a) MPC 001 Standing Orders V4.0 R1
- b) MPC 002 Code of Conduct V2.0 R2
- c) MPC 003 Financial Regulations V3.0 – New Version.
- d) MPC 004 Scheme of Delegation V2.0 R1
- e) MPC 012 Risk Management Policy V3.0 – New Version.
- f) MPC 013 Internal Financial Control Policy V2.0 R1

10.5.21 Annual Review and approval of:

- a) Annual Subscription to NALC/DALC £66.62
- b) Approval of Grant payments (see Agenda Support Document)
- c) Cllrs roles and membership on external groups (see Agenda Support Document)
- d) Asset register (see Agenda Support Document)
- e) Asset inspection arrangements (see Agenda Support Document)
- f) To Review and Approve the Council's insurance arrangements - Documents to be presented at the meeting.

11.5.21 Current & New Business:

- a) Update on Flowerbed in Square (Chair)
- b) Traffic & Highways Concerns (Chair/Clerk)
- c) Drainage Issues with the Square (Cllr Scantlebury)
- d) Regular checks of DAAT night landing light (Chair/Clerk)
- e) Provision of bin with cigarette section for bus stop (Clerk)
- f) To approve Purchase of Poppy wreath (Clerk)

12.5.21 Finance: Clerk to present documents for this item at the Meeting.

- a) To approve financial schedule of payments as presented by the Clerk.
- b) To receive schedule of Clerks Smoothed Salary.
- c) To receive Year-End Budget Report. (See Agenda Support Document)

13.5.21 Cllr reports and Items for future agendas:

Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas.

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

14.5.21 Confirmation of next meeting date:

The Next meeting will be on Monday 12th July at 7.30pm in the Clinton Hall (subject to Covid regulations/guidance in force at the time).

Alice Turner

Alice Turner – Proper Officer & R.F.O

Publication date: 27th April 2021