

Merton Parish Council

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Notice is hereby given that the Annual Council meeting will take place on Monday 9th May 2022 at 7:30pm at the Clinton Hall.

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.

Covid-19 Safety Protocol:

- Do not attend if you have Covid-19 to protect others.
- Please use the hand sanitiser provided & respect the personal space of others.
- All members of the public are asked to remain seated while attending the meeting.

AGENDA

1.5.22: Welcome.

Chair to open the meeting & remind everyone that the Clerk is taking an audio recording to aid with taking the minutes, the recording will be deleted once the draft minutes are published.

2.5.22: Election of Chair

To include signing of declaration of acceptance of office form.

3.5.22 Election of Vice-Chair

To include signing of declaration of acceptance of office form.

4.5.22 Apologies for absence:

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

5.5.22: Minutes of the Last Meeting. [Draft Minutes available on the website.](#)

Cllrs to consider the approval of Minutes of the meeting held Monday 14th March 2022.

6.5.22: Declarations of Interest:

Cllrs are invited to declare any interests they may have in items on this agenda, including the nature of the interest. Cllrs are reminded of their responsibility to keep their Register of Interests updated.

7.5.22: Public Speaking Time:

Members of the public are invited to speak on issues on this Agenda, or on matters over which the council has some control. The public may not speak during other items of Parish Council business.

8.5.22: District / County Councillors & Police Reports.

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

9.5.22 Year End Financial documents. (Clerk)

- a) To receive Internal Auditors Report for financial year 2021-22.
- b) To approve Certificate of Exemption from External Audit for the 2021-2022 year.
- c) To complete and approve Annual Governance Statement 2021-22.
- d) To approve Annual Accounting Statement 2021-22 & supporting documents.
- e) Dates for Exercise of Public rights. (1st June 2022 to 14th July 2022) for information.
- f) To receive and approve the Year End 2021-22 Budget report and virements.

[All item 9.5.22 documents are available on the website \(meeting documents page\)](#)

10.5.22 Council Documents & Policies

Cllrs to consider/review the following policies available on the website (Council Policies page):

- a) [MPC 001 Standing Orders V4.0](#) R2
- b) [MPC 002 Code of Conduct V2.0](#) R3
- c) [MPC 003 Financial Regulations V3.0](#) R1
- d) [MPC 004 Scheme of Delegation V2.0](#) R3

11.5.22 Annual Review and approval of: (Clerk/Chair)

- a) **Annual Subscription to NALC/DALC £72.34 (£64.00 ex. VAT)**
Power to spend: LGA 1972 s.143 (1)(b) Budget: Prof. Fees/Subs
- b) **Consideration of Grant payments**
£1000 Merton Jubilee Celebrations (*Power to Spend: LGA 1972 S.137 - Budget provision: £300 standing grants, £500 EMR 'precept 2022-23', £200 EMR 'General'*),
£100 Plough Arts Centre, £50 North Devon Records Office, £50 Citizens advice (*Power to spend: LGA 1972 s.137 Budget: Grants/other donations*)
- c) **Cllrs roles and membership on external groups (see [Agenda Support Document](#))**
- d) **[Cllrs to review Asset register](#) (or available on the Council audit page on the website)**
- e) **Asset inspection arrangements (see [Agenda Support Document](#))**
- f) **Approval of Annual Planner May 2022 - March 2023 as presented at the Meeting.**
- g) **To Review and Approve the Council's insurance arrangements - Documents to be presented at the meeting.**

12.5.22: Current & New Business.

- a) **Traffic & Highways Concerns (Chair)**
- b) **Drainage Issues with the Square (Cllr Scantlebury/Stacey)**
- c) **Update on Jubilee Celebrations (Cllr Stacey)**
- d) **Discussion on installation of safety rail on footpath by Garage (Cllr Stacey/Chair)**
- e) **Painting of some of the rubbish bins (Cllr Lang)**
- f) **Discussion on receiving of Council documents by email (Cllr Lang)**
- g) **Lynch Gate – Porch Roof (Cllr Stacey)**
- h) **Discussions on a large Christmas tree in the square for Christmas (Cllr Brown)**

13.5.22: Finance (Clerk) Clerk to present documents for this item at the Meeting.

- a) **To approve financial schedule of payments as presented by the Clerk.**
- b) **Banking Checks for period 14-03-2022 to 08-05-2022.**

14.5.22: Clerks Reports:

- a) **Update on purchasing Defibrillator & installing outside the Hall**
- b) **Notification of new employment as Clerk & RFO to East Worlington & Spreyton Parish Councils.**

15.5.22 Cllr reports and Items for future agendas:

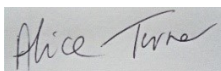
Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the Agenda and to raise items for future Agendas.

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

16.5.22: Confirmation of the next Council meeting:

The next meeting will be on Monday 11th July 2022 at 7.30pm at The Clinton Hall.

Please note that any changes to meeting dates or venue will be posted on the Website.



Alice Turner – Proper Officer
Publication Date: 27th April 2022