Merton Parish Council

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Minutes of the Annual Council meeting held on Wednesday 10th May 2023 at 7pm at the Clinton Hall, Merton.

Cllrs Present: Steve Papworth (outgoing-Chair), Nigel Lang, Giles Kops, Gordon McLaughlan & Neil Littleales.

Also in attendance: Alice Turner (Clerk). No members of the public attended.

BUSINESS TRANSACTED

1.5.23: Election of Chair - To include signing of declaration of acceptance of office form.
Cllr Papworth called for nominations for the office of Chair.
Cllr Kops proposed that Cllr Papworth be elected as Chair, seconded Cllr Lang, Cllr Papworth accepted the nomination, no other nominations were received. All in Favour – Motion Carried (RR2023/001).
Cllr Papworth signed the declaration of acceptance of office of Chair.

2.5.23: Election of Vice-Chair - To include signing of declaration of acceptance of office form.
Cllr Papworth called for nominations for the office of Vice-Chair.
Cllr Kops proposed that Cllr Littleales be elected as Vice Chair, seconded Cllr Papworth, Cllr Littleales accepted the nomination, no other nominations were received. All in Favour – Motion Carried (RR2023/002)
Cllr Littleales signed the declaration of acceptance of office of Vice-Chair.

3.5.23: Declarations of Interest & Confirmation of Acceptance of Office Forms:
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.
The Clerk reminded Cllrs that their Register of Interests forms must be completed and submitted to TDC 28 days of the election.
The Clerk confirmed that all Cllrs had completed their Declarations of Acceptance of Office prior to the meeting.

4.5.23: Apologies for absence:
Resolution to approve apologies (with reasons) made to the Clerk prior to the meeting.
The Clerk reported that apologies for absence had been received from Cllr Nancekivell (work commitment) Cllr Kops proposed that apologies for absence be approved from Cllr Nancekivell (work commitment), seconded Cllr Papworth. All in Favour – Motion Carried (RR2023/003)

5.5.23 Public Speaking Time: No members of the public present.

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

a) **Annual Subscription to NALC/DALC £88.79 (£78.00 ex. VAT)**
The Clerk explained to new Cllrs about DALC (Devon Association of Local Councils) & NALC (National Association of Local Councils) and the role they play in supporting the Council, with training, advice, and resources.
Cllr Papworth proposed that the Annual subscription to DALC & NALC for £88.79 including VAT be approved, seconded Cllr Kops. All in Favour – Motion Carried (RR2023/004)
Power to spend: LGA 1972 s.143 (1)(b) *Budget: Prof. Fees/Subs*

b) **To Review and Approve the Council's insurance under LTA for £624.87.**
The Clerk informed the Council that they are currently entering year 2 of a 3-year agreement with the current provider (Hiscox) via Gallagher Insurance Brokers. Cllr Kops proposed that the Council approve the insurance renewal for £624.87, seconded Cllr Littleales. All in Favour

– Motion Carried (RR2023/005) *Power to spend:* *LGA 1972 s.111* *Budget:* *Admin/Insurance*

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

a) **To approve financial schedule of payments as presented by the Clerk.**
The Clerk presented the financial schedule, and bank reconciliation as found in Appendix A. Cllr Kops proposed that the financial schedule, including bank reconciliation, as presented be approved, seconded Cllr Papworth. All in Favour – Motion Carried (RR2023/006)

b) **Banking Checks for period 13-03-2023 to 10-05-2023.**
The Banking Checks were carried out by Cllrs Kops and Papworth and all documents were signed.

8.5.23: Clerks Reports:

a) **Notification of Annual Leave 27th May 2023 to 4th June 2023 inclusive (Clerk).** ***Noted.***

b) **To inform the Council on the procedure for filling vacancies on the Council following an uncontested election (Clerk)**
The Clerk informed the Council that the advert for Co-option will be published as soon as confirmation is received from Torridge District Council, the Council should be able to consider candidates to fill the 2 vacant seats at the meeting on the 12th of June 2023.

9.5.23 Cllr reports and Items for future agendas: No items raised at this time.

10.5.23: Confirmation of the next Council meeting:

The next meeting will be on **Monday 12th June 2023** at 7.30pm at The Clinton Hall.
Please note that any changes to the meeting date or venue will be updated on the Website.

There being no further business the Chair closed the meeting at 7.19pm.

Appendix A: Financial Schedule as presented including Bank Reconciliation.

Pre-authorised payments made since last meeting:

Payment Ref	Amount	Payee	Details	Power	Mins Ref & RR
PM24/002	£255.86	Alice Turner	Salary (March 2023)	LGA 1972 S.112	8.3.23 c) RR2022/059
PM24/006	£229.70	Alice Turner	Salary (April 2023)	LGA 1972 S.112	8.3.23 c) RR2022/059
Total	**£485.56**				

Payments for authorisation (retrospective approval):

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM24/001	£28.80	The Clinton Hall	Hall Hire (March 2023 (APM & PCM))	LGA 1972 S.111	Admin/Hall Hire
PM24/003	£203.40	Alice Turner	Expenses (April & May 2023)	LGA 1972 S.111 & S.112 + Public Health Act 1936 s.234	Staff Costs /Salary & / Office exp + EMR Defib Supplies
PM24/004	£88.79	DALC	Annual Membership Fee (DALC & NALC)	LGA 1972 s.143 (1)(b)	Prof. Fees / Subs
PM24/005	£624.87	Arthur J. Gallagher Insurance	Annual Insurance as part of LTA	LGA 1972 S.111	Admin / Insurance

TOTAL	£945.86				

Receipts for Information:

Payment ref	Method	Details	Amount
PR24/001	Bacs	1st Half Precept	£6,110.00
		TOTAL	**£6,110.00**

Monies held as Reserves (after payments): EMR = Earmarked Reserve

Note: these figures do not include any virements from the 2022-23 budget at year-end.

Amount	Details
£1,500.00	Election cost (EMR)
£8,000.00	Square Improvements (EMR)
£2,305.62	Defibrillator Fund (EMR)
£636.00	TAP Fund (EMR)
£144.97	Defibrillator Supplies (EMR)
£667.88	Assets Fund (EMR)
£100.00	Hall Hire (EMR)
£2,500.00	Precept Contingency (EMR)
£1,250.00	General Reserve
£4,300.00	Play Equipment Fund (EMR)
£328.64	Staff Costs & Training (EMR)
£21,733.11	**TOTAL**

Bank Situation

Bank Total 10/05/2023	**£29,676.16**
Less Payments pending	**£1,175.56**
Plus receipts Received (after Bank date)	**£0.00**
Less Money held as reserves	**£21,733.11**
Available Balance	**£6,767.49**

Bank Reconciliation: 10th May 2023.

Bank Reconciliation:

	AMOUNT	TOTAL
Balance per bank statement as of 31st March 2023:	£23,822.02	£23,822.02
Less: total of Payments	£1,431.42	£22,390.60
Plus: total of Receipts	£6,110.00	£28,500.60
Plus: Payments pending	£1,175.56	**£29,676.16**
Bank Total as of: 10/05/2023		**£29,676.16**

Cash Book:

The net balances reconcile to the Cash Book (receipts and payments) for the year, as follows:

Opening Balance 1 April 2022 (box 7 of Accounting Statement)	£23,822.02
Add: Receipts in the year to date	£6,110.00
Less: Payments made in the year to date	£255.86
Closing balance per cash book as at 10th May 2023	**£29,676.16**

Signed: Steve Papworth **Date: 12th June 2023.**