



MERTON PARISH COUNCIL

Chairman: Louise Hyde Vice Chairman: Stephen Mouser



To: Members of Merton Parish Council

You are duly summoned to attend a meeting of Merton Parish Council to be held after the Annual Parish Meeting at 6.00pm on Tuesday 10th May 2022 at St. Peter's Church. Merton.

Claire Prentice

Clerk & RFO to Merton parish council

Date: Wednesday 4th May 2022

Merton Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during Item 39/22 of the agenda set out below. The law does not permit members of the public and press to take part in the debates. If attending, please adhere to the venues covid-19 risk assessment and follow any government guidelines which are in place at the time of the meeting.

AGENDA

34/22 Elect chairperson and sign declaration

35/22 Elect vice chairperson

36/22 To receive apologies and approve absences

37/22 To receive declarations of interest in any items to be discussed and grant any dispensation requests.

38/22 Village hall management committee, to elect members or discuss and decide on action to be taken if the committee is unable to be formed.

The village hall charity requires a minimum of six members to be elected by the council annually. If you would like to be a member or would like further information please contact the clerk as soon as possible. (contact details can be found at the bottom of the page).

39/22 Public Participation. (max. 30 minutes)

40/22 To receive reports

41/22 To approve minutes of the meeting of council held on 8th March 2022

42/22 Flooding related issues, to receive updates, discuss and decide on any action to be taken.

- **Tree in ditch and related matters**
- **Reclaim the rain**
- **Watton and Saham flood action Group**
- **Thompson PC matters**
- **Other**

43/22 Highways, to receive updates, discuss and decide on any action to be taken.

- **Signage, passing points and knock down posts for Crow's Lane**
- **Other**

44/22 Planning Matters, to consider any planning applications

45/22 Closed postbox, to discuss and decide on any action to be taken.

46/22 Rubbish to corner of Home Farm Lane, to discuss and decide on any action to be taken.

47/22 Jubilee Event, to discuss and decide on any action to be taken.

48/22 Defibrillator, to discuss and decide on any action to be taken.

- **Return of funds**
- **Other suitable projects**

49/22 Insurance, to discuss and decide on action to be taken as required.



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50/22 Policies and procedures, to consider, review and adopt accordingly, as well as set next review dates.

- a) Asset register
- b) Asset inspection report

51/22 Finance: -

- a) Agree bank reconciliations

PC Current Account

Closing Balance as per bank statement 5 th April 2022		£1618.57
<u>Less</u> unpresented cheques:		
HMRC VAT		-£14.45
	Net Balance as at 5 th April 2022:	£1633.02
The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 1st April 2021:	£1618.77
Add receipts in year		£2592.01
Less payments in year		£2577.76
	Closing balance as at 5 th April 2022:	£1633.02

PC Reserve Account

Closing Balance as per bank statement 5 th April 2022		£1683.38
<u>Less</u> unpresented cheques:		£0.00
	Net Balance as at 5 th April 2022:	£1683.38
The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 5 th April 2022:	£1683.22
Add receipts in year		£0.16
Less payments in year		£0.00
	Closing balance as at 5 th April 2022:	£1683.38

Village Hall Project

Closing Balance as per bank statement 5 th April 2022		£2905.61
<u>Less</u> unpresented cheques:		£0.00
	Net Balance as at 5 th April 2022:	£2905.61
The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 5 th April 2022:	£3231.11
Add receipts in year		£-325.50
Less payments in year		£0.00
	Closing balance as at 5 th April 2022:	£2905.61

- b) **Payments since last meeting**, to approve accordingly



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PC Current Account

Date	Payee/Reason	Cheque No.	Amount	Signatories	Approval
	None				

c) **Outstanding payments**, to approve accordingly

PC Current Account

Date	Payee/ Reason	Cheque No.	Amount	Signatories	Approval
11.05.22	Clerk salary + expenses	BACS	348.94		
11.05.22	HMRC	¹	4.40		
11.05.22	Venue hire	BACS	20.00 TBC		

d) **Receipts since last meeting**, to approve accordingly

PC Current Account

Date	Payee/ Reason	Cheque No.	Amount	Approval
06.04.12	Precept	DC	£1375.00	

PC Reserve Account

Date	Payee/ Reason	Cheque No.	Amount	Approval
	None			

Village Hall Project

Date	Payee/ Reason	Cheque No.	Amount	Approval
	None			

e) **Audit and AGAR**, to discuss, approve and decide on further action as required for:-

- Certificate of exemption
- Section 1, Annual Governance Statement
- Section 2, Accounting
- Internal Audit Report

52/22 To confirm or amend the date and place of next meeting as Tuesday 6th September at 6pm in St Peter's Church if available or Thompson Hall.

¹ To be paid from unallocated funds held by HMRC.