



MERTON PARISH COUNCIL

Chairman: M Parker

Clerk/RFO: R Martin



TO ALL COUNCILLORS: You are summonsed to attend the Parish Council meeting to be held on 7th May 2019 in St Peter's Church following the Annual Meeting of the Parish

R. Martin, Parish Clerk, 29th April 2019

Prior to the opening of the meeting, all members of the new council must sign Declarations of Acceptance of Office in front of the Clerk

AGENDA

1. To elect a Chairman
2. Chairman to sign Declaration of Acceptance of Office
3. To receive apologies for absence
4. Reminder to Council that all members must submit Declarations of Pecuniary Interest and Return of Election Expenses to Breckland District Council within 28 days of Election
5. To agree the timetable for meetings for the next year
Meetings will take place at St Peter's Church, starting at 6:30 pm on the following days (proposed):

10 th	September	2019
14 th	January	2020
07 th	April	2020
19 th	May	2020
08 th	September	2020
6. To confirm the continuation of the Village Hall Working Party with the same powers, and co-opt any further members
7. To review the Assets Register of the Parish Council
8. To confirm suitable insurance is in place
9. To review the council's subscriptions and donations
10. To agree and sign the minutes of the Parish Council meeting held on 15th January 2019
11. Matters arising from the previous minutes (for information only)
12. To adjourn the meeting for Parishioners' Questions

The following business is brought forward from the meeting which should have been held on 9th April 2019

13. Finance

a) Invoices (paid since last meeting)

PCC	Donation	OLPay 25mar19	£80.00.
-----	----------	---------------	---------

b) Bank Account balances

c) To sign off the final 2018/2019 reports viz.: Cash Books, Bank Rec, 2018/2019 Budget v Actuals, 2019/2020 Budget

d) Internal Audit Report

e) AGAR draft version for review

f) Grass Cutting Contract 2019

g) VAT

h) Insurance Renewal Came & Co

14. To agree Risk Assessment Process (required for AGAR and insurance purposes)

Proposal for discussion purposes



MERTON PARISH COUNCIL

Chairman: M Parker

Clerk/RFO: R Martin



a) Assets (village hall, village sign, bus shelter, urn, tables and chairs) to be regularly checked for condition; a register kept of results of checks and any maintenance (needed or completed)

b) Village Get Together – suitable risk assessment as required by insurance company

15. To review progress on NCC Highways and Police responses to traffic calming requests, and consider further action
16. To receive update on Defibrillator project and consider further actions
17. To review the Village Hall Project Strategy (also see correspondence from Fiona Roat)
18. Breckland Local Plan
19. To receive correspondence (including that received after issue of agenda)

Anne Scott	Minutes not issued on time
Fiona Roat (and others)	Proposal for demolition of Village Hall and re-use of site (see item #10)
Highways	Schedule of works to be carried out (see item #8)
Came & Co	Insurance renewal documents (see item #6 g)
PK-Littlejohn	AGAR presentations and documents (see item #6 d)
Breckland DC	Local Plan Examination Version
Vince Matthews	Proposals to Highways for improvements to signage along Crows Lane

Correspondence available to view at the meeting

20. To Confirm the date of the next meeting
The next meeting of the Parish Council will take place directly after the Annual Meeting of the Parish, which will start at 6:30pm on 21st May