



MERTON PARISH COUNCIL

Chairman: M Parker

Clerk/RFO: V Turner



MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL HELD REMOTELY ON 9TH JUNE 2020

Present: Cllrs Martin Parker, Louise Hyde, Jo De Grey, Stephen Mouser and Jayne Wesley-Smith, Vicky Turner (Clerk) and 1 member of the public

906. Chairman's Opening Remarks

The Chairman welcomed everyone to the meeting.

907. Apologies for Absence

None received – all Cllrs present

908. Declarations of Interest

None made

909. Public Session

The Chairman invited comments and questions from the public gallery. None tendered.

910. Finance

910.1 To receive and consider the Internal Auditor's Report and any recommendations

Previously circulated. The arising comments of the Internal Auditor's Report for the accounts of 2019/2020 were read and considered. It was **NOTED** that the following needed attention to ensure that the Council was fully compliant for the forthcoming Audit in 2021.:

Section 137 – Needs to be incorporated in the Budget for 2021/22 so that spending under this heading is apt and recorded separately even if there is none.

HMRC RTI PAYE – this needs to be in place as soon as possible for the Clerk's salary – Clerk to action

Standing Orders – these were in fact reviewed and readopted at the Meeting held on 19th May 2020 – Minute Ref: 901.2.

Financial Regulations – there were in fact reviewed and readopted at the Meeting held on 19th May 2020 - Minute Ref: 901.1

Repetition of Cheque No – Administrative error – **NOTED** – Cheque for Anglian Water for £64.42 was Cheque No 100240 and not an online payment and Cheque No 247 was the Clerk's salary as minuted.

Receipts Book – There is a receipt book in operation for cash donations

910.2 To complete and agree the Annual Governance & Accountability Return (AGAR) and the arrangements for the posting of the notices for the Public's right to inspect the accounts

The Chairman confirmed that the AGAR had been completed in readiness for the deadline and reaffirmed the Council's Exemption status. Copies of the Report were circulated prior to the meeting for information. Page 5 of the AGAR form – Annual Governance Statement for 2019/20 – was read aloud by the Clerk and Cllrs unanimously **AGREED** the statements. The Chairman **PROPOSED** the AGAR return be accepted in its current form and that the statutory notices be published. This was unanimously **AGREED**. The AGAR will be signed by the Chairman and the Clerk as appropriate outside of the virtual meeting.



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910.3 To review and consider the Asset Register

Previously circulated; it was unanimously **AGREED** that the Asset Register remain as it is and be reviewed again in March 2021.

911. To consider any issues raised by Cllrs that the Chairman considers to be urgent

The Chairman made a formal vote of thanks to Cllr Hyde and her husband for repairing the village noticeboard. All concurred.

912. To confirm the date of the next meeting

It was **AGREED** that the date of the next Parish Council meeting would be **Tuesday 8th September 2020 at 6pm** – at this moment, it is expected that the meeting will be held remotely via Zoom.

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There being no further business the meeting closed at 6.25pm.