

Merton Parish Council

Prepared by the Clerk to Merton Parish Council: Tracey Charlesworth, North End House, Blackbull Lane, Fencott, Kidlington, Oxon. OX5 2RD. Tel: 01865 331481; fax: 01865 331653; email: clerkmertonpc@gmail.com

To all Members of Merton Parish Council:

You are hereby summoned to attend the Extraordinary meeting of Merton Parish Council on **30 June 2017** at 7.30pm in Merton Village Hall. The business to be dealt with is listed in the Agenda below.

Rachel Foord – Chairman

Members of the public are welcome to attend during 7.30pm and 7.45pm when they can ask questions or express their views.

Agenda

1: Apologies for absence:

1. To accept apologies for absence.

2: To receive Disclosable Pecuniary Interest.

1. ¹(see footnotes) Register of Members Interests.

3: Public Participation.

1. Members of the public can ask questions and express their views.

4: Vacancy for a Councillor.

1. Consider/approve action if approval from C.D.C. to co-opt is given.

5: Priority: Items that must be acted upon at this meeting.

1. **Finance:**
 1. **Accounts Year Ending 31 March 2017:**
 - To consider/approve Accounts Year End 31 March 2017.
 - Scottish Widows Account
 - Petty Cash Payments
 - Petty Cash Receipts
 - Parish Council Payments
 - Parish Council Receipts
 - Budget Comparison
 - Adjustments
 - Income & Expenditure Bank Reconciliation
 - Balance Sheet
 - Asset Register.
 - Supporting Notes
 - Significant Variances
 - Grants
 - Fund Movements
 2. **Approval of Section 2 of the Annual Governance Statement.**
 - To complete and approve Section 2 of the Annual Return – Annual Return and supporting documents to be submitted to BDO: Submission date extended to 10 July 2017.

¹ Notes on declaration of interest

The Code requires that, at a meeting, where a member or co-opted member has a disclosable pecuniary interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. **It is essential that members and co-opted members do this clearly, in order that the disclosure may be recorded, which will protect the member in the event of a subsequent allegation.**

The requirement to disclose such interests is applicable from 1 July 2012, whether or not the interests have been notified to the Monitoring Officer. The Council will include an appropriate item on agendas for all meetings, to facilitate this. Parish Clerks are also encouraged to include such an item on the agenda for all meetings of their council and any committees.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the **nature** as well as the **existence** of the interest is disclosed

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

However, the requirement in paragraph 0 above not to participate does not apply in the event of a dispensation having been granted

- Notice of appointment of date for the exercise of electors' rights from 3 July to 11 August 2017: Update.

6. Matters for Further Information or Discussion

1. To report on Matters of information or discussion at the next meeting.

7: Date and Time of Next Meeting:

1. 24 July 2017 - Parish Council Meeting at 7.30pm in Merton Village Hall.