Meriden Parish Council

The Pavilion
Meriden Sports Park
10 Main Road
Meriden
CV7 7SP

NOTICE OF MEETING

To: All Members of Meriden Parish Council
You are duly summoned to attend the ordinary meeting of Meriden Parish Council to transact the business shown on the Agenda below.
Date, Time and Venue: Monday 18 December 2023 at 6.30pm in The Pavilion, Meriden Sports park.

Remote Access for Members of the Public: Microsoft Teams Meeting ID - 371 724 587 234
Passcode - JMzQhY

AGENDA

12/23/01 **Apologies and Acceptance of Apologies**

12/23/02 **Declarations of Personal and Prejudicial Interest:** To receive declarations of interest from Councillors on items on the agenda, to receive written requests for dispensations for disclosable pecuniary interests (if any) and to consider any requests for dispensations as appropriate. Councillors are reminded that to ensure transparency and retain public confidence in the Council's decisions, they are required to keep their Register of Interests form up to date.

12/23/03 **Minutes of the ordinary monthly Parish Council meeting held on 20 November 2023 and matters arising:** to approve and sign the minutes as a true and accurate record, and to receive an update on any issues not otherwise addressed.

12/23/04 **Correspondence and Communication:** To hear about correspondence which has come to the Parish Council.

12/23/05 **Ward Councillors Reports:** To receive any reports from Councillor Burrow, Councillor Delaney and Councillor Dicicco.

12/23/06 **Meriden Parish Council Chair Report:** To receive an update from the Chair of Meriden Parish Council.

12/23/07 **Meriden Parish Council Councillor Reports:** To hear any items of importance which Councillors may wish to raise.

12/23/08 **Planning, Transport, Environment and Climate Change Committee Report (PTEC):** To receive the minutes from the PTEC meeting held on 7 December 2023 and accept all recommendations.

12/23/09 **Finance, Personnel and Governance Committee:** The Parish Council to receive an update from this committee.

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12/23/10 **Precept 2024 - 2025:** The Parish Council to determine the precept amount for the financial year 2024 - 2025.

12/23/11 **Councillor Training:** Councillors to confirm any training they wish to undertake.

12/23/12 **Transfer of Land/Facilities:** The Parish Council to receive information on the fees to conduct legal searches in the Sports Park. To also discuss how to proceed with the management of the facilities in the future.

12/23/13 **IT Support:** The Parish Council to review a quotation from Edge IT to provide IT support for an additional office laptop and approve the expenditure.

12/23/14 **Finance Software:** The Parish Council to receive the quotation from Edge IT to change the finance package to receipts and payments from income and expenditure.

12/23/15 **Unity Trust Bank Signatory:** The Parish Council to add the Clerk, J. McDougall, to the bank accounts as a signatory.

12/23/16 **Grant Requests:** The Parish Council to discuss a grant application from the Scouts and also from Berkswell and Balsall Rugby Club.

12/23/17 **Monthly Finance Report:** In line with the Statement of Internal Control for Finance for the Parish Council, a bank reconciliation will be provided on the accounts to November 2023 – Appendix A.

12/23/18 **Finance**: To approve the following payments:

Main Account	**Net**	**VAT**	**Total**	**Invoice No.**
Deputy Clerk's expenses - shredder	£30.00	£0.00	£30.00	
Dovetail Group street furniture Nov	£172.08	£34.42	£206.50	50816
Dovetail Group village and parish Nov	£172.08	£34.42	£206.50	50919
Edge IT email set-up new Cllr	£33.00	£6.60	£39.60	37443
Amazon Business - iPhone charger	£15.27	£0.00	£15.27	026-8091909
Amazon Business – stationery	£4.54	£0.91	£5.45	1373726455
Amazon Business – stationery	£1.41	£0.28	£1.69	380NBW6AEUI
Amazon Business - stationery	£7.47	£1.50	£8.97	502137615
Amazon Business - laptop	£520.81	£104.16	£624.97	380MK3CAEUI
Amazon Business – office calendar	£4.12	£0.83	£4.95	759786645
Amazon Business – laptop case	£17.41	£3.48	£20.89	503832907
Meriden Mag	£200.00	£0.00	£200.00	6347
BT Mobile – Deputy Clerk	£6.44	£1.29	£7.73	70548250
Solihull MBC – legal fees Leys Lane	£1000.00	£0.00	£1000.00	561116
BT Mobile - Clerk *(invoice awaited-direct debit)*	£12.72	£2.54	£15.26	
Rachel's Café Warm Hub meals 22/11	£33.10	£0.00	£33.10	9115
Rachel's Café Warm Hub meals 29/11	£34.20	£0.00	£34.20	9307
Rachel's Café Warm Hub meals 8/12	£39.50	£0.00	£39.50	9649
Rachel's Café Warm Hub meals 12/12	£29.20	£0.00	£29.20	9794

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Dovetail Group street furniture Dec	£172.08	£34.42	£206.50	51263

** Please note that additional payments may be authorised on the evening following councillors' decisions*

The following monthly payment is paid to Unity Trust Bank on a quarterly basis:

Unity Trust Bank current account monthly fee	£6.00

The following payments are confidential to the Parish Council and not published in the agenda or minutes:

Clerk's salary payment (20/11/2023 – 31/12/2023)
Deputy Clerk's salary payment (01/12/2023 – 31/12/2023)
WMPF December pension contributions employer and employee Clerk
WMPF December pension contributions employer employee Deputy Clerk
HMRC payments for November 2023

12/23/19 **Clerk's Report:** Councillors to hear of any new developments/progress on items that have taken place since the last meeting.

12/23/20 **Date and Time of the Next Full Council Meeting:** To confirm the scheduled date of Monday 15 January 2024, 7.30pm.

12/23/21 **Confidential Session:** Members of the public to be excluded due to the confidential nature of this item. To confirm the change of job title and hours for H. Jennings, and the terms and conditions of employment as per the employment contract.

(Signature redacted for website and noticeboard)

J. McDougall, Clerk to Meriden Parish Council.

The ordinary Parish Council meeting on Monday 18 December 2023 will be paperless. Please bring your own copy of the agenda and draft minutes, available on the Parish Council website.

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Appendix A – Bank Reconciliation to 30 November 2023

Bank Reconciliation Statement
as of 30th November 2023

Meriden Parish Council

Bank Balance at 01/04/23	156863.24
Receipts Received	88241.89
	245105.13
Less Payments Made	54039.12
Balance as per cash book	**191066.01**
Barclays Current	0
Barclays Business	0
Unity Current	**13343.62**
Unity Reserve	**177714.66**
Balance as per bank statements	191058.28
Unrespresented payments	
BT Credit	7.73
Adjusted Bank Balance	**191066.01**