

## **Finance, Governance and Personnel Committee** **Notice of Meeting**

You are duly summoned/invited to attend the meeting of the Finance, Governance and Personnel Committee (FGP)

Venue: The Pavilion, Meriden Sports Park

Date and time: Monday 12 February 2024, 6.30pm

Microsoft Teams Meeting ID: 333 621 413 165

Passcode: beMqqk

### **AGENDA**

- 1/24 Apologies and substitutions:** To receive apologies and substitutions.
- 2/24 Declarations of Personal or Prejudicial Interests:** Councillors to declare any personal or prejudicial interests.
- 3/24 Public Participation:** Members of the public are welcome to address the Parish Council. Public participation will finish no later than 30 minutes from commencement. Priority will be given to members of the public wishing to speak to those who have registered in advance.
- 4/24 Previous minutes and matters arising:** To approve the draft minutes of the FGP Committee meeting held on 11 September 2023.

### **FINANCE**

- 5/24 2024 – 2025 Budget:** The Committee to consider the revised draft budget and make any recommendations to Council.
- 6/24 Unity Trust Payment Card:** To discuss a credit card available from Unity Trust for Parish Council expenses.
- 7/24 Internal Auditor:** To appoint an internal auditor for the 2023 - 2024 financial year.
- 8/24 Accounting Control Systems and the Audit:** To ensure sound financial controls are in place and determine any actions required for the internal and external audit.
- 9/24 Asset Register:** To review the current asset register and make any relevant changes.
- 10/24 BT Phone and Broadband:** To receive an update on BT's discontinuation of current provision.

### **GOVERNANCE**

- 11/24 Emergency Plan:** To review the Emergency Plan and determine the updates required.
- 12/24 Meriden Sports Park:** The Committee to receive an update on the status of the land transfer.

**13/24 Financial Regulations:** To review the current Financial Regulations.

**PERSONNEL**

**14/24 Payment of Salaries:** To discuss the payment of staff salaries through monthly standing order.

**15/24 Training Log:** To ensure attendance at training courses is recorded and all staff and Councillors are offered appropriate training.

**16/24 Chair and Councillor Reports:** To receive any reports from the Chair and Councillors on finance, governance or personnel matters.

**17/24 Clerk's Report:** To receive an update from the Clerk on any matters of importance.

**NEXT MEETING**

**18/24 To note date, time and location of the next meeting:** The Committee to determine the frequency of the FGP meetings.

**Jennifer McDougall**

(Signature redacted for website and noticeboards)

**Clerk to Meriden Parish Council**

Date Signed: 06/02/2024