

**Minutes of the Finance, Governance and Personnel Committee held at 6.45pm on Monday 12 February 2024 at The Pavilion, Meriden Sports Park.**

**Councillors Present:** Cllr Eggar (Chair), Cllr Hughes and Cllr Campbell.

**Clerk:** J. McDougall.

**Apologies:** MP S. Bhatti.

**Public Attendees:** None.

Min No.	Item	Action
<b>1/24</b> 1/24.1	<b>Apologies and Substitutions</b> Apologies had been received from MP S. Bhatti.	
<b>2/24</b> 2/24.1	<b>Declarations of Personal or Prejudicial Interest.</b> Cllr Eggar declared an interest in the Meriden Sports Park Company.	
<b>3/24</b> 3/24.1	<b>Public Participation</b> None.	
<b>4/24</b> 4/24.1	<b>Minutes of the Finance, Governance and Personnel Committee meeting held on 11 September 2023</b> The minutes were agreed to be a true and accurate record and signed by Cllr Eggar.	
	<b>Proposed: Cllr Hughes, Seconded: Cllr Campbell</b>	
4/24.2	Matters Arising. 11 (11/09/23) - Local Government award scheme to be considered at a future meeting.	FGP Committee to action
<b>5/24</b> 5/24.1	<b>2024 – 2025 Budget</b> The Committee reviewed the proposed 2024-2025 budget. Alterations to the earmarked reserves were suggested, along with securing a three year insurance agreement and incorporating a contingency fund for Members' allowances, before presentation to full Council for approval of the budget.	Clerk to action
5/24.2	Medium term expenditure for 3-5 years to be considered at a future meeting.	Clerk to action
<b>6/24</b> 6/24.1	<b>Unity Trust Payment Card</b> The Committee approved Unity Trust Corporate Multipay cards for the Clerk and Deputy Clerk for Council purchases, with a £500.00 monthly limit. An account setup fee of £50.00 and an ongoing monthly fee of £3.00 were approved.	Clerk to action
	<b>Proposed: Cllr Hughes, Seconded: Cllr Campbell</b>	
<b>7/24</b> 7/24.1	<b>Internal Auditor</b> Mr. W. Robinson was approved as the auditor for the 2023 – 2024 Parish Council accounts.	Clerk to action
	<b>Proposed: Cllr Hughes, Seconded: Cllr Campbell</b>	

**Signed:** Cllr Eggar

**Date:** 04/03/2024

<b>8/24</b> 8/24.1	<b>Accounting Control Systems and the Audit</b> Discussion centred around whether there was a need for a spending control document to justify large expenses. It was agreed that the controls in place for expenditure and approval at Council meetings, with the decisions being minuted, was sufficient.	
8/24.2	Clerk to provide a summary of the existing financial controls on the website.	Clerk to action
8/24.3	The Finance, Governance and Personnel Committee to randomly review four invoices on a monthly basis to ensure financial controls are being followed and regularly reviewed.	FGP Committee to action
<b>9/24</b> 9/24.1	<b>Asset Register</b> It was resolved that all Council members would provide the list of assets they have obtained to date and forward to the Clerk.	MPC to action
<b>10/24</b> 10/24.1	<b>BT Phone and Broadband</b> The Deputy Clerk to ascertain if a mobile router is still available from BT on a free one month trial, as discussed and approved at a previous meeting – minute no. 8 (11/09/23).	Deputy Clerk to action
<b>11/24</b> 11/24.1	<b>Emergency Plan</b> Cllr Hughes volunteered to update the Meriden Emergency Plan.	Cllr Hughes to action
<b>12/24</b> 12/24.1	<b>Meriden Sports Park</b> The Clerk had requested an update from the Solicitor on the transfer of the sports park and assets and was awaiting a response.	Clerk to progress
12/24.2	Cllr Eggar had declared an interest in this item so decisions could not be taken by the two remaining Councillors. Information from the Meriden Sports Park Company Director's meeting was relayed for information only. This included the Parish Council to formally request transfer of the management of the facilities, to formally request use of the grounds for Picnic in the Park and to provide clarity over the secretarial hours previously provided. The Sports Park Company would be undertaking an internal audit of all assets and their financial position. The Sports Park Company stated they must request the alcohol licence for Picnic in the Park. An operating licence and governance was briefly raised.	
12/24.3	Cllr Eggar agreed to arrange a meeting between the Parish Council and the Meriden Sports Park Company.	Cllr Eggar to action
<b>13/24</b> 13/24.1	<b>Financial Regulations</b> It was resolved that the expenditure in the Scheme of Delegation to the Clerk should match the Clerk's authorised expenditure in the Financial Regulations. These documents will be reviewed before presentation to full Council to approve.	Clerk to action

**Signed:** Cllr Eggar

**Date:** 04/03/2024

<b>14/24</b> 14/24.1	<p><b>Payment of Salaries</b> It was agreed that the Clerk and Deputy Clerk's salaries would be paid by monthly standing order.</p> <p><b>Proposed: Cllr Hughes, Seconded: Cllr Campbell</b></p>	Clerk to action
<b>15/24</b> 15/24.1	<p><b>Training Log</b> Councillor training records were reviewed and would be reviewed every three months.</p>	FGP Committee to action
<b>16/24</b> 16/24.1	<p><b>Chair and Councillor Reports</b> None</p>	
<b>17/24</b> 17/24.1	<p><b>Clerk's Report</b> The Clerk had requested holiday leave; Cllr Hughes would manage holiday leave requests.</p>	Cllr Hughes to action
<b>18/24</b> 18/24.1	<p><b>Date and Time of the Next Finance, Governance and Personnel Meeting</b> The next meeting would be held on Monday 8 April 2024 at 7.30pm.</p>	

Meeting closed at 7.28pm.

**Signed:** Cllr Eggar

**Date:** 04/03/2024