Meriden Parish Council

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

NOTICE OF MERIDEN PARISH COUNCIL 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 November 2024 at 7.30pm in The Pavilion, Meriden Sports park.

Remote Access for Members of the Public: Microsoft Teams Meeting ID – 365 610 516 192
Passcode – PHq2JJ

AGENDA

122/24 **Apologies and Acceptance of Apologies**

123/24 **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.

124/24 **Public Participation:** Members of the public are welcome to address the Parish Council. Public participation will finish no later than 15 minutes from commencement. Priority will be given to members of the public wishing to speak to those who have registered in advance.

125/24 **Minutes of the Ordinary Monthly Parish Council Meeting Held on 21 October 2024:** To approve and sign the minutes as a true and accurate record, and to receive an update on any issues not otherwise addressed.

126/24 **Correspondence and Communication:** To hear about correspondence which has come to the Parish Council.

127/24 **Ward Councillors Reports:** To receive any reports from Councillor Burrow, Councillor Delaney and Councillor Dicicco.

128/24 **Meriden Parish Council Chair Report:** To receive an update from the Chair of Meriden Parish Council.

129/24 **Meriden Parish Council Councillor Reports:** To hear any items of importance which Councillors may wish to raise.

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130/24 **Planning, Transport, Environment and Climate Change Committee (PTEC):** To receive the minutes from the PTEC committee meeting held on 7 November 2024 and accept all recommendations.

131/24 **Finance, Governance and Personnel Committee (FGP):** To receive the minutes from the FGP committee meeting held on 11 November 2024 and accept all recommendations.

132/24 **Representative to the Solihull Area Meetings (SAM):** To appoint a representative to the SAM quarterly meetings.

133/24 **Policies:** To review and adopt the following policies:
(i) Staff Disciplinary Policy
(ii) Complaints Policy/Procedure
(iii) Health and Safety Policy
(iv) Member/Councillor Protocol

134/24 **Budget 2025-2026:** To receive the forecast of income and expenditure for 2024-2025 and review the draft budget for the next financial year.

135/24 **Warm Hub Volunteer Request:** To discuss the need for additional volunteers.

136/24 **Licence Agreement with Meriden Sports Park Ltd:** To approve a formal agreement for Meriden Sports Park to operate the facilities.

137/24 **Leys Lane Allotments:** To receive an update from the Clerk on the quotation process to date for a replacement path.

138/24 **Co-option of a Parish Councillor:** To receive an update from the Clerk on the recent vacancy.

139/24 **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 from 1 April 2024 to 31 October 2024 (Appendix A).

140/24 **Finance**: To approve the following payments:

Main Account	Net	VAT	Total	Invoice No.
Parkway Ground Maintenance – October 2024 grounds maintenance	£1248.75	£249.75	£1498.50	20365
Lloyds credit card November 2024 (includes Giffgaff monthly mobile phones, ramps and sundries)	£304.42	£0.00	£304.42	
Meriden Mag	£200.00	£0.00	£200.00	6742
WALC Training Course	£35.00	£7.00	£42.00	1090
Chair's Q2 Allowance – Cllr Eburne	£375.00	£0.00	£375.00	
Vice Chair's Q2 Allowance – Cllr Woollard	£125.00	£0.00	£125.00	

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FGP Chair's Q2 Allowance – Cllr Hughes	£125.00	£0.00	£125.00	
Hollywood Home Improvements – *invoice awaited*				
Stuart Bonnar Warm Hub meals 30 October 2024 – *invoice awaited*				

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

The following November 2024 payments are confidential to the Parish Council and not published in the agenda or minutes:

Clerk's November 2024 salary and backpay -
Deputy Clerk's November 2024 salary and backpay -
WMPF November 2024 pension contributions employer and employees -
HMRC November 2024 payments -

The following monthly payment is paid to Unity Trust Bank:

Unity Trust Bank current account monthly fee	£6.00

141/24 **Clerk's Report:** To hear of any developments since the last meeting.

142/24 **Date and Time of the Next Full Council Meeting:** To confirm the scheduled date and time of the December 2024 ordinary Parish Council meeting.

143/24 **Confidential Session to Discuss Staff Pay Reviews:** Members of the press and public will be excluded, by resolution, due to the confidential nature of this item (Public Bodies [Admission to Meetings] Act 1960).

(signature redacted for website and noticeboards)

Jenny McDougall, Clerk to Meriden Parish Council Dated: 13 November 2024

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APPENDIX A

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/10/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Unity Trust Current Account	£10,937.92
Unity Trust Savings Account	£158,105.33
Total	£169,043.25

RECEIPTS	Net	Vat	Gross
Meriden Parish Council	£73,691.44	£0.00	£73,691.44
Total Receipts	£73,691.44	£0.00	£73,691.44

PAYMENTS	Net	Vat	Gross
Meriden Parish Council	£77,127.30	£7,248.85	£84,376.15
Total Payments	£77,127.30	£7,248.85	£84,376.15

Closing Balances

Ordinary Accounts

Unity Trust Current Account	£2,666.07
Unity Trust Savings Account	£155,692.47
Total	£158,358.54
Uncleared and Unpresented effects	£0.00

Statement Closing Balances

Ordinary Accounts

Unity Trust Current Account	£2,666.07
Unity Trust Savings Account	£155,692.47
Total	**£158,358.54**