Meriden Parish Council

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

Minutes of the Finance, Governance and Personnel Committee meeting held at 7.00pm on Monday 14 October 2024 at The Pavilion, Meriden Sports Park.
Councillors Present: Cllr Hughes (Chair), Cllr Eggar, Cllr Woollard and Cllr Murphy
Clerk: J. McDougall
Deputy Clerk: C. Cooper (taking minutes)
Apologies: None
Public Attendees: 2 members of the public joined at 7:27pm

Min No.	Item	Action
33/24 33/24.1	**Committee Members** Cllr Murphy was elected to the FGP Committee. Cllr Hughes, Cllr Eggar and Cllr Woollard are also members of the Committee. **Proposed: Cllr Hughes , Seconded: Cllr Woollard**	
34/24 34/24.1	**Apologies and Substitutions** None received.	
35/24 35/24.1	**Declarations of Personal or Prejudicial Interest**. Cllr Eggar declared an interest in the Meriden Sports Park Company.	
36/24 36/24.1	**Public Participation** None.	
37/24 37/24.1	**Minutes of the Finance, Governance and Personnel Committee meeting held on 12 August 2024** The minutes were agreed to be a true and accurate record and signed by Cllr Hughes. **Proposed: Cllr Hughes , Seconded: Cllr Woollard**	
38/24 38/24.1 38/24.2 38/24.3 38/24.4	**2025 – 2026 Budget** Picnic in the Park to be removed from the budget and replaced with Events. Budget to be reduced from £15,000.00 to £5,000.00. It was recommended that attendees of Warm Hub will pay an increased contribution of £3.00 per meal commencing January 2025. Figures provided by the Clerk regarding the cost of providing a Warm Hub were based on the current £1.00 meal contribution and also on an increased contribution of £3.00. The Clerk will also applying for grant funding for the Warn Hub. Cllrs questioned whether Age UK or Dementia UK have grants available for Warm Hubs. Clerk to investigate. Parish Council funds allocated for Warm Hub during the 2024-2025 financial year will run out in September 2025, assuming an increase to a £3.00 meal	Clerk to action Clerk to action Clerk to action

Signed: Cllr Hughes **Date: 11/11/2024**

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	contribution from January 2025. All past grant money has now been used and the Parish Council are fully financially supporting the Warm Hub meals with the exception of the £1.00 contribution from attendees.	
38/24.5	The 2025-2026 draft budget will allocate £3,000.00 a year of Parish Council funds to the Warm Hub. Any grants received will be added to this figure. Hot meals can continue throughout the winter months, however alternatives should be explored during the summer months which may range from no meals to snacks.	Clerk to action
38/24.6	The 2025-2026 budget would allocate 30 hours per month income from the Trust for administration fees associated with the Sports Park. This may reduce to 20 hours a month once the handover was complete and an assessment of the work involved in running the facilities and budget took place.	Clerk to action
38/24.7	Cllrs requested the Clerk write a formal letter to arrange a meeting with the Sports Park Directors and Trust urgently. Letter to be signed by Chair and Vice Chair of Meriden Parish Council.	Clerk to action
38/24.8	The Clerk had received advice regarding the Trust giving money to the Parish Council and confirmation has been received from the Charity Commission that this can legally happen.	
38/24.9	Clerk to update the draft budget and submit to Full Council for comments, including the 5 year draft financial plan.	Clerk to action
39/24 39/24.1	**Financial Planning** This item was covered within agenda item 38/24.	
40/24 40/24.1	**Warm Hub** The Committee discussed grants and approved the Clerk to apply for these within agenda item 38/24.	
41/24 41/24.1	**External Audit** The Committee received the conclusion of the audit report from the external auditor and accepted the recommendations. **Proposed: Cllr Hughes , Seconded: Cllr Woollard**	
41/24.2	Clerk explained MPC have passed the audit however the auditors had asked for more information on a couple of points. The auditors flagged the high reserves and also asked for further information regarding salaries, requesting a detailed breakdown of one employee's salary, which was provided. Cllrs requested the Clerk to provide feedback to WALC on auditors not considering a five year budget plan and use of non-ringfenced reserves over a longer period.	Clerk to action

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41/24.3	Cllrs asked how much money was in the reserves. The Clerk confirmed there was at least 2 years of the current precept level in the reserves, although yearly expenditure was now predicted to be significantly more than the annual precept.	
41/24.4	Cllrs explained that, based on predicted expenditure over the next 5 years, the reserves would be fully spent by the end of the 5 year financial plan. The Council were planning expenditure across a 5 year period whereas the auditors were only looking at non-ringfenced reserves over a 1 year period.	
42/24	**Quarter 2 Financial Reporting**	
42/24.1	The committee received the report on income and expenditure for the period 1 April 2024 – 30 September 2024. **Proposed: Cllr Hughes , Seconded: Cllr Eggar**	
42/24.2	The Clerk explained some budget areas had exceeded the funds allocated. ICT was currently over budget due to new email addresses being created for new members of staff and Cllrs. Ground maintenance was also over budget as the Council had not gone out to tender after the budget was completed.	
42/24.3	The Clerk confirmed both precept payments for 2024-2025 had been received. Invoices had been issued to NRS and A&A for Picnic in the Park sponsorship. Sponsorship funds for Bloom and the Christmas lights would be requested from NRS and A&A.	
42/24.4	The Christmas lights on the tree outside of the Sports Park had broken and would be replaced for £500.00 plus VAT.	
43/24	**Community Infrastructure Levy (CIL) Monies**	
43/24.1	The Committee received a report of the CIL funds received to date, expenditure, and the fund remaining. The Clerk confirmed there was £111.88 left of CIL money to be used before the end of the current financial year. A further £1,588.00 was to be spent before the end of 2027. Cllrs agreed to monitor the distribution of sand bags, and if required, use the remaining CIL money to replace used sand bags. **Proposed: Cllr Hughes , Seconded: Cllr Eggar**	
43/24.3	Cllrs discussed an request from Meriden Primary School to place poppies on either the main roundabout or The Green for Remembrance Day. Cllrs confirmed neither the roundabout nor The Green were suitable for this. A recommendation suggested the Duck Pond fence or the Memorial fence. To be discussed further at the next Full Council meeting under the Clerk's Report.	

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44/24 44/24.1 44/24.2 44/24.3	**Local Government Award Scheme** Cllrs discussed applying for the Foundation Level (Bronze) due to not meeting the criteria for Quality (Silver) due to the Council not having 2/3 of elected Councillors. The Clerk is attending a meeting on Thursday 16 October 2024 regarding the new criteria for the Local Government Award Scheme and will feedback to the Council on any updates. All in agreement to proceed with the Foundation Level (Bronze) if changes are not made to the Quality Level (Silver) on the number of elected Councillors.	
45/24 45/24.1 45/24.2	**Meriden Sports Park** Cllrs discussed how the Council will seek to transfer the operations and undertaking administrative support for the Sports Park Company. This item was briefly discussed in agenda item 38/24. Cllrs reiterated their discussion regarding the urgent meeting with the Sports Park Directors and Trust. Cllrs requested an estimated guess at the financial costs of running the Sports Park to be received at the next FGP meeting. Cllr Eggar to obtain this information. Cllrs would like to create a plan of maintenance and repairs required for the Sports Park and projected costs.	Cllr Eggar to action
46/24 46/24.1	**Staff Appraisal and Pay Review** A resolution was passed to exclude members of the public and press from the meeting due to the confidential business to be discussed (Public Bodies [Admission to Meetings] Act 1960) This was proposed by Cllr Hughes, seconded by Cllr Woollard. All in agreement. Confidential minutes are not published on the website or noticeboards; Cllrs receive a separate copy of confidential minutes for approval.	
47/24 47/24.1	**Date and Time of the next Finance, Governance and Personnel Committee Meeting.** It was resolved that the next meeting would be held on Monday 11 November 2024 at 18:30pm.	

Meeting closed at 19:48

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Signed: Cllr Hughes **Date: 11/11/2024**