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 16 December 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

144/24 **Apologies and Acceptance of Apologies**

145/24 **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.

146/24 **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.

147/24 **Minutes of the Ordinary Monthly Parish Council Meeting Held on 18 November 2024:** To approve and sign the minutes as a true and accurate record, and to receive an update on any issues not otherwise addressed.

148/24 **Correspondence and Communication:** To hear about correspondence which has come to the Parish Council.

149/24 **Ward Councillors Reports:** To receive any reports from Councillor Burrow, Councillor Delaney and Councillor Dicicco.

150/24 **Meriden Parish Council Chair Report:** To receive an update from the Chair of Meriden Parish Council.

151/24 **Meriden Parish Council Councillor Reports:** To hear any items of importance which Councillors may wish to raise.

152/24 **Planning, Transport, Environment and Climate Change Committee (PTEC):** To receive the minutes from the PTEC committee meeting held on 5 December 2024 and accept all recommendations.

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153/24 **Finance, Governance and Personnel Committee (FGP):** To receive the date and time of the next meeting in January 2025.

154/24 **Representative to the Meriden Sports and Recreation Trust (MS&RT):** To appoint a representative and deputy representative to attend the MS&RT Trustee meetings.

155/24 **Meriden Parish Council Employee Grievance Policy:** To review and adopt an updated policy for managing staff grievances.

156/24 **Remembrance Sunday 2025:** To receive and discuss a request from the Women's Institute to create a knitted Poppy display for the War Memorial railings for November 2025.

157/24 **Main Road Bus Stop Repair:** To receive the quotations to replace the roof felt on the bus stop and approve a contractor.

158/24 **Leys Lane Allotments:** To receive the quotations for a replacement path and recommend a contractor.

159/24 **Co-option of a Parish Councillor:** To receive an update from the Deputy Clerk on the recent vacancy advertisements.

160/24 **Meriden Sports Park Company (MSP) Administrative Support:** To discuss providing support hours to MSP for the management of the Premises and financial accounts.

161/24 **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 30 November 2024 (Appendix A).

162/24 **Finance**: To approve the following payments:

| **Main Account** | **Net** | **VAT** | **Total** | **Invoice No.** |
|---|---|---|---|---|
| Parkway Ground Maintenance – November 2024 grounds maintenance | £1248.75 | £249.75 | £1498.50 | 20465 |
| Lloyds credit card December 2024 | £482.00 | £0.00 | £482.00 | 02/12/2024 |
| Ebner – Christmas tree lights | £500.00 | £100.00 | £600.00 | 00331 |
| WALC Training Course | £35.00 | £7.00 | £42.00 | 1131 |
| Clerk's Expenses – Warm Hub | £40.50 | £0.00 | £40.50 | |
| Parish Council Website (BWP Creative Limited) hosting December 2024 – December 2025 | £262.20 | £52.44 | £314.64 | INV-3203 |
| Hollywood Home Improvements – Remembrance event signage | £110.00 | £0.00 | £110.00 | 2024024 |
| Stuart Bonnar Warm Hub meals 30 October 2024, November 2024 and December 2024 | £1102.50 | £0.00 | £1102.50 | 01122024-001 |

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

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

| |
|---|
| Clerk's December 2024 salary and backpay - |
| Deputy Clerk's December 2024 salary and backpay - |
| WMPF December 2024 pension contributions employer and employees - |
| HMRC December2024 payments - |

The following monthly payment is paid to Unity Trust Bank:

| | |
|---|---|
| Unity Trust Bank current account monthly fee | £6.00 |

163/24 **Deputy Clerk's Report:** To hear of any developments since the last meeting.

164/24 **Date and Time of the Next Full Council Meeting:** To confirm the scheduled date and time of the January 2025 ordinary Parish Council meeting.

(Signature redacted for website and noticeboards)

Chloe Cooper, Deputy Clerk to Meriden Parish Council Dated: 11 December 2024

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**APPENDIX A**

# Financial Summary – Cashbook

Summary of receipts and payments between 01/04/24 and 30/11/24 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 | £77,500.44 | £0.00 | £77,500.44 |
| Total Receipts | £77,500.44 | £0.00 | £77,500.44 |

| PAYMENTS | Net | Vat | Gross |
|---|---|---|---|
| Meriden Parish Council | £84,677.62 | £7,619.41 | £92,297.03 |
| Total Payments | £84,677.62 | £7,619.41 | £92,297.03 |

Closing Balances

**Ordinary Accounts**

| | |
|---|---|
| Unity Trust Current Account | £3,554.19 |
| Unity Trust Savings Account | £150,692.47 |
| Total | £154,246.66 |
| Uncleared and Unpresented effects | £0.00 |

Statement Closing Balances

**Ordinary Accounts**

| | |
|---|---|
| Unity Trust Current Account | £3,554.19 |
| Unity Trust Savings Account | £150,692.47 |
| **Total** | **£154,246.66** |