Meriden Parish Council

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

Finance, Governance and Personnel Committee

Notice of Meeting

You are duly summoned to attend the meeting of the Finance, Governance and Personnel Committee (FGP)
Venue: The Pavilion, Meriden Sports Park
Date and time: Monday 28 April 2025, 6.00pm
Microsoft Teams Meeting ID: 320 235 960 5317 Passcode: zU3Q79rx

AGENDA

84/24 **Apologies and Substitutions:** To receive apologies and substitutions.

85/24 **Declarations of Personal or Prejudicial Interests:** Councillors to declare any personal or prejudicial interests.

86/24 **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.

87/24 **Previous Minutes:** To approve the minutes of the FGP Committee meeting held on 10 February 2025 as a true and accurate record.

FINANCE

88/24 **Payments**
To authorise the payments listed in Appendix A and process the payments through the banking system.

89/24 **End of Year Finance Report**
To receive the report on income and expenditure during the 2024-2025 financial year, detailing performance against the budget.

GOVERNANCE

90/24 **Annual Governance and Accountability Return (AGAR)**
To review the 2024-2025 AGAR and associated documentation before presentation to full Council in May 2025.

91/24 **Internal Audit**
To receive an update from the Clerk on the Internal Audit carried out by Mr. W. Robinson on 23 April 2025.

92/24 **Meriden Parish Council Asset Register**
To receive the updated asset register.

93/24 Financial Regulations
To review and approve the recent minor update to the Financial Regulations.

94/24 Increased Consultation with Residents
To discuss opportunities for engagement with residents and agree the actions to undertake.

95/24 Quarterly Meetings of the Finance, Governance and Personnel Committee
To discuss the frequency of meetings during the 2025-2026 financial year.

96/24 Date and Time of Next Meeting
The Committee to determine when to hold the next FGP meeting.

(signature redacted for website and noticeboard)

Jenny McDougall
Clerk to Meriden Parish Council
Date Signed: 23/04/2025

Appendix A – Payment Schedule

Main Account	Net	VAT	Total	Invoice Number
Avon Planning	£125.00	£25.00	£150.00	15/163/MPC
DM Payroll Services Ltd 2025-2026 financial year	£240.00	£0.00	£240.00	4318
WRCC Warm Hub March 2025	£465.00	£93.00	£558.00	CFF3533
WRCC Warm Hub February 2025 (adjustment due to WRCC issuing incorrect invoice)	£60.32	£15.08	£75.40	CFF3380
Lloyds credit card April 2025 (includes book, mobile phones and Assembly purchases)	£197.22	£0.00	£197.22	02/04/2025
Warm Hub expenses R. Weaver	£3.19	£0.00	£3.19	
Pilates on Broad Lane - Warm Hub	£40.00	£0.00	£40.00	5308
Bickenhill and Marston Green Parish Council – RoSPA training	£315.25	£0.00	£315.25	251212
Warwickshire & West Midlands ALC Ltd – Deputy Clerk training	£35.00	£7.00	£42.00	1190
Warwickshire & West Midlands ALC Ltd – Deputy Clerk training	£35.00	£7.00	£42.00	1203
Information Commissioner's Office	£47.00	£0.00	£47.00	Z7766351
Unity Trust monthly bank fee	£6.00	£0.00	£6.00	

The following April 2025 payments are confidential to the Parish Council and not published in the agenda or minutes:

Clerk's April 2025 salary
Deputy Clerk's April 2025 salary
WMPF April 2025 pension contributions employer and employees
HMRC April 2025 payments