Meriden Parish Council

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

NOTICE OF MEETING

To: All Members of Meriden Parish Council
You are duly summoned to attend the Annual Meeting of Meriden Parish Council to transact the business shown on the Agenda below.
Date, Time and Venue: Monday 19 May 2025 at 7.50pm in The Pavilion, Meriden Sports park.

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

AGENDA

01/25 (AM) **Election of a Chair to Meriden Parish Council**
Election of a Chair for the period until May 2026 to take place. Chair to sign the Declaration of Acceptance of Office.

02/25 (AM) **Election of a Vice Chair to Meriden Parish Council**
Election of a Vice Chair for the period until May 2026 to take place. Vice Chair to sign the Declaration of Acceptance of Office.

03/25 (AM) **Apologies and Acceptance of Apologies**
To receive apologies from absent members and record the reason for absence.

04/25 (AM) **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.

05/25 (AM) **Nominations and Election to the Planning, Transport, Environment and Climate Change Committee**
Chair and Vice Chair to be elected for the period until May 2026.

06/25 (AM) **Nominations and Election to the Finance, Governance and Personnel Committee**
Chair and Vice Chair to be elected for the period until May 2026.

07/25 (AM) **Neighbourhood Development Plan (NDP) Steering Group**
The Parish Council to approve the creation of a new NDP steering group, elect a Chair and Vice Chair and determine its members.

08/25 (AM) **Representatives to Local Groups**
To determine a representative to the:
(i) Meriden village hall committee
(ii) Rural East Parish health and wellbeing group
(iii) Solihull Area Meetings.

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09/25 (AM) **Members' Allowances**
The Parish Council to determine the rate of Allowances and elected Councillors to advise if they wish to receive an allowance for the period until May 2026.

10/25 (AM) **Policy Approval**
The Parish Council to approve:
(i) Updated Standing Orders
(ii) Dignity at Work policy
(iii) Scheme of Delegation to the Clerk.

11/25 (AM) **Professional Services and Contracts**
The Parish Council to approve the continuation of:
(i) DM Payroll Services
(ii) Edge IT Finance Package
(iii) Edge IT 365 Office and Support
(iv) Flag Raising Contract
(v) Parish Council Websites Support.

12/25 (AM) **Line Management of the Clerk**
To review arrangements for line management and consider whether management of the Clerk should be the responsibility of the Chair of the FGP committee or the Chair of the Council.

13/25 (AM) **Approve Terms of Reference and Delegated Powers for Committees**
The Parish Council to approve the terms of reference and delegated powers for:
(i) Finance, Governance and Personnel committee
(ii) Planning, Transport, Environment and Climate Change committee.

14/25 (AM) **Unity Trust Banking Arrangements**
To discuss and approve:
(i) All Councillors to have access to authorise payments only
(ii) The Chair of the FGP committee to have full access in order to complete ad hoc financial monitoring.

15/25 (AM) **Date and Time of the Next Annual Meeting of Meriden Parish Council**
The next meeting will be held in May 2026, date to be confirmed.

(signature redacted for website and noticeboards)

J. McDougall, Clerk to Meriden Parish Council.
Dated 13 May 2025.