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 19 May 2025 at 7.00pm in the Pavilion, Meriden sports park.

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

AGENDA

01/2526 **Apologies and Acceptance of Apologies**

02/2526 **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.

03/2526 **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.

04/2526 **Co-option of a Parish Councillor:** To consider the application received from a Meriden resident for the vacancy of a Parish Councillor to Meriden Parish Council and determine whether to appoint the candidate.

05/2526 **Minutes of the Ordinary Monthly Parish Council Meeting Held on 17 March 2025:** To approve and sign the minutes as a true and accurate record, and to receive an update on any issues not otherwise addressed.

06/2526 **Correspondence and Communication:** To hear about correspondence which has come to the Parish Council.

07/2526 **Ward Councillor Reports:** To receive any reports from Councillor Burrow, Councillor Delaney and Councillor Dicicco.

08/2526 **Meriden Parish Council Chair Report:** To receive an update from the Chair of Meriden Parish Council.

09/2526 **Meriden Parish Council Councillor Reports:** To hear any items of importance which Councillors may wish to raise.

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10/2526 **Planning, Transport, Environment and Climate Change Committee (PTEC):** To receive the minutes from the PTEC committee meeting held on 3 April 2025 and the draft minutes from 8 May 2025 meeting and accept all recommendations.

11/2526 **Finance, Governance and Personnel Committee (FGP):** To receive the draft minutes from the FGP committee meeting held on 28 April 2025 and accept all recommendations.

12/2526 **Annual Governance and Accountability Return:** Meriden Parish Council to receive and approve the Annual Governance Statement for 2024/2025; Chair and Clerk to sign the documentation.

13/2526 **Annual Governance and Accountability Return:** Meriden Parish Council to receive and approve the Accounting Statement for 2024/2025; RFO and Chair to sign the documentation.

14/2526 **Insurance:** To receive an updated quotation from Clear Councils Insurance for June 2025-June 2026 and determine whether to enter into a new three year agreement.

15/2526 **Electricity Upgrade:** Meriden Parish Council to receive the quotations for upgrading the electricity on The Green and determine a contractor.

16/2526 **WALC Subscription:** Meriden Parish Council to receive the quotation for renewal of the annual WALC subscription for the period 1 April 2025 – 31 March 2026 and approve the fee.

17/2526 **Management of the Sports Park Premises:** The Clerk to provide an update from the Meriden Sports Park Company on the operation of the Premises.

18/2526 **Christmas Lights:** To approve the costs associated with Christmas 2025 lighting.

19/2526 **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 2025 to 31 April 2025 (Appendix A details the Cashbook summary from 1 April 2025).

20/2526 **Finance**: To approve the following payments (Appendix B details all payments approved at the FGP Committee under delegated powers in April 2025 when the Parish Council did not meet):

Main Account	Net	VAT	Total	Invoice No.
Parkway maintenance – April 2025 ground maintenance	£1368.75	£273.75	£1,642.50	21113
Groundwork NDP grant underspend	£963.00	£0.00	£963.00	
Scouting Association flag raising April 2025 – March 2026	£500.00	£0.00	£500.00	
Hollywood Home Improvements allotment fly tipping	£290.00	£0.00	£290.00	202509

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Lloyds credit card May 2025 (includes defib batteries and mobile phones)	£149.87	£0.00	£149.87	02/05/2025
Clear Councils Insurance	£1,403.20	£0.00	£1,403.20	LCO03172 (29/4/25)
WALC annual subscription	£805.00	£119.00	£924.00	1284
Hollywood Home Improvements – bus shelter repair and allotment water repair - *invoice awaited*				
Warm hub (R. Weaver)	£8.70	£0.00	£8.70	
WRCC – warm hub meals April 2025	£481.00	£96.20	£577.20	CFF3546

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

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

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

The following monthly payment is paid to Unity Trust Bank:

Unity Trust Bank current account monthly fee	£6.00

21/2526 **Clerk's Report:** To hear of any developments since the last meeting.

22/2526 **Date and Time of the Next Full Ordinary Council Meeting:** To confirm the scheduled date and time of the June 2025 ordinary Parish Council meeting.

(signature redacted for website and noticeboards)

Jennifer McDougall
Clerk to Meriden Parish Council

Dated: 13 May 2025

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APPENDIX A

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 30/04/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Unity Trust Current Account	£490.27
Unity Trust Savings Account	£120,816.29
Total	£121,306.56

RECEIPTS	Net	Vat	Gross
Meriden Parish Council	£46,352.51	£0.00	£46,352.51
Total Receipts	£46,352.51	£0.00	£46,352.51

PAYMENTS	Net	Vat	Gross
Meriden Parish Council	£5,786.33	£146.57	£5,932.90
Total Payments	£5,786.33	£146.57	£5,932.90

Closing Balances

Ordinary Accounts

Unity Trust Current Account	£5,688.20
Unity Trust Savings Account	£156,037.97
Total	£161,726.17
Uncleared and Unpresented effects	£0.00

Statement Closing Balances

Ordinary Accounts

Unity Trust Current Account	£5,688.20
Unity Trust Savings Account	£156,037.97
Total	£161,726.17

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APPENDIX B

The following payments were authorised and paid in April 2025 following presentation at the 28 April 2025 FGP Committee meeting.

Main Account	Net	VAT	Total	Payment Method
Avon Planning	£125.00	£25.00	£150.00	Bank Transfer
DM Payroll Services Ltd 2025-2026	£240.00	£0.00	£240.00	Bank Transfer
WRCC Warm Hub March 2025	£465.00	£93.00	£558.00	Bank Transfer
WRCC Warm Hub February 2025 (adjustment due to WRCC issuing incorrect invoice)	£60.32	£15.08	£75.40	Bank Transfer
Lloyds credit card April 2025 (includes book, mobile phones and Assembly purchases)	£197.22	£0.00	£197.22	Direct Debit
Warm Hub expenses R. Weaver	£3.19	£0.00	£3.19	Bank Transfer
Pilates on Broad Lane - Warm Hub	£40.00	£0.00	£40.00	Bank Transfer
Bickenhill and Marston Green Parish Council – RoSPA training	£315.25	£0.00	£315.25	Bank Transfer
Warwickshire & West Midlands ALC Ltd – Deputy Clerk training (INV1190)	£35.00	£7.00	£42.00	Bank Transfer
Warwickshire & West Midlands ALC Ltd – Deputy Clerk training (INV1203)	£35.00	£7.00	£42.00	Bank Transfer
Information Commissioner's Office	£47.00	£0.00	£47.00	Direct Debit
Unity Trust monthly bank fee	£6.00	£0.00	£6.00	Direct Debit

The following April 2025 payments were confidential to the Parish Council and not published:

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