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 6:30pm on Monday 10 February 2025 at The Pavilion, Meriden Sports Park.
Councillors Present: Cllr Whitehead (Chaired the meeting), Cllr Eggar and Cllr Murphy.
Clerk: J. McDougall.
Deputy Clerk: C. Cooper (taking minutes)
Apologies: Cllr Hughes
Public Attendees: None.

Min No.	Item	Action
72/24 72/24.1	**Apologies and Substitutions** Apologies had been received from Cllr Hughes.	
73/24 73/24.1 73/24.2	**Declarations of Personal or Prejudicial Interest**. Cllr Eggar declared an interest in the Meriden Sports Park Company. Cllr Murphy declared an interest in the Leys Lane Allotments.	
74/24 74/24.1	**Public Participation** None.	
75/24 75/24.1	**Minutes of the Finance, Governance and Personnel Committee meeting held on 6 January 2025** The minutes were agreed to be a true and accurate record and signed by Cllr Whitehead. **Proposed: Cllr Whitehead, Seconded: Cllr Murphy**	
76/24 76/24.1 76/24.2 76/24.3 76/24.4	**2024 – 2025 Asset Register** The Committee to continue compiling an accurate asset register for all Parish Council assets, ahead of the 2024 – 2025 audit procedures. The Clerk confirmed this agenda item is a continuation from the last meeting. There should only be minor additions, for example the Christmas lights. The Clerk had discussed the asset register with MSP Directors as clarity was needed on the ownership of items located within the Sports Park and Pavilion. MSP Director J. Barber confirmed he will complete a 'walk around' with the Clerk to confirm what is owned by MSP. Following a discussion with MSP Directors, it was the Clerks understanding that all equipment purchased by MSP will stay on their asset register until the Company ceases and completes a handover to the Parish Council; the assets will then be transferred to MPC. The Pavilion however would need to be added to MPC asset register as this is now owned by MPC. Cllrs suggested checking the loft and garage. There were a number of trophies and medals in the loft; Cllrs made a suggestion of donating these to the Scouts and the Primary School.	Clerk to action

Signed: Cllr Hughes **Date: 28/04/2025**

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76/24.5	Cllrs asked if any progress was made regarding the MPC owned picture which was located within the Heart of England Social Club. Clerk confirmed no further updates had been received; this will be followed up.	Clerk to action
77/24 77/24.1 77/24.2 77/24.3	**Increased Consultation with Residents** Cllrs agreed the budget consultation was a success and this should be completed every year. Cllrs suggested completing public consultations for the Sports Park and The Green. Another suggestion was to hold a drop in session on a weekend to provide an opportunity to discuss issues with the Parish Council. Cllrs want to ensure everyone has the opportunity to complete a public consultation and want to ensure some consultations are held in person as well as online. Cllrs requested this item to stay on the agenda for next month.	
78/24 78/24.1 78/24.2 78/24.3	**Neighbourhood Development Plan Grant** Clerk confirmed MPC had been awarded a grant of £1,088.00 to go towards the costs of any work relating to the NDP. The grant would cover the costs for the meeting due to take place on Wednesday 12 February 2025 with Avon Planning. Any money that has not been spent at the end of March 2025 would have to be returned. If the scheme was continued next year, MPC can apply for another grant. Cllrs asked if the money could be spent on paper and stationery for future leaflets that would be distributed to the public regarding the NDP. The Clerk confirmed this was possible providing it related to the NDP. The Clerk gave examples on how to spend the money; village hall costs for holding a public consultation, consultants, technical reports if needed, training courses relating to the NDP. Cllrs asked the Clerk to add this as an agenda item for PTEC Committee.	Clerk to action
79/24 79/24.1 79/24.2	**Meriden Warm Hub Grant** A grant of £2,700.00 was awarded to the MPC Warm Hub from the Heart of England Community Fund. This must be used before the end of March 2025. The grant provider backdated the grant to the date of application which was 1 November 2024. An end of year report will be required to detail how the money has been spent. The Warm hub has now received £4,200.00 in grants. The food suppliers have recently changed and the meals were now costing £6.50 plus VAT for two courses. Attendees were contributing £3.50 towards the meals with the grant monies received paying the remaining £3.00. Cllrs asked if the meals would be changed to sandwiches during the summer to reduce costs. The Clerk confirmed this may not need to happen as there was a	

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	healthy budget due to the grants to continue providing warm meals all year round.	
79/24.3	Cllrs asked if the companies supplying the grants should be invited to attend a Warm Hub session. Clerk confirmed WRCC have attended previously with Cadent Gas.	
80/24	**Internal Audit**	
80/24.1	Cllrs asked the Clerk whether there were any restrictions on using the same Internal Auditor each year. The Clerk confirmed there were no issues using the same Internal Auditor and the Auditor is independent of the Council.	
80/24.2	Mr. W. Robinson was appointed as the Internal Auditor for the 2024 – 2025 financial year **Proposed: Cllr Eggar, Seconded: Cllr Whitehead**	Clerk to action
81/24	**Local Council Silver Award Scheme**	
81/24.1	The Clerk confirmed to apply for the Silver Award all Bronze Award requirements also need to be met. There was still quite a bit of work to do on this; for example policies need creating and updating and Cllr profiles need to be created and shared on the website.	
81/24.2	Clerk to create a list of requirements that need actioning; this is to be circulated to all Cllrs. Cllr Eggar to create an action plan or FGP Committee and to include the Local Council Silver Award Scheme requirements on there.	Cllr Eggar to action
81/24.3	Clerk to email Cllrs to request a Cllr profile for each individual.	Clerk to action
81/24.4	Cllrs asked if there is a deadline for this award scheme. Clerk confirmed everything has to have been achieved within the last 12 months on the date of applying.	
82/24	**Annual Leave**	
82/24.1	To receive an update from the Clerk and Deputy Clerk on annual leave to be taken before the end of the financial year.	
82/24.2	Clerk confirmed one week will be carried over into the next annual leave year of 2025-2026 and one week will be used in March 2025.	
82/24.3	Deputy Clerk confirmed there was only 4 hours leave left to take; this will be taken in March 2025.	
83/24	**Date and Time of Next Meeting**	
83/24.1	It was resolved that the next meeting would be held on Monday 10 March at 6:30pm.	

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83/24.2	Cllr Murphy sent apologies in advance.	
83/24.3	Cllrs asked for an agenda item to be added to discuss changing FGP meetings to quarterly instead of monthly.	

Meeting closed at 19:11

Signed: Cllr Hughes **Date: 28/04/2025**