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 6:00pm on Monday 28 April 2025 at The Pavilion, Meriden Sports Park.
Councillors Present: Cllr Hughes (Chair), Cllr Whitehead and Cllr Murphy
Clerk: J. McDougall
Deputy Clerk: C. Cooper (taking minutes)
Apologies: Cllr Eggar
Public Attendees: None

Min No.	Item	Action
84/24 84/24.1	**Apologies and Substitutions** Apologies had been received from Cllr Eggar.	
85/24 85/24.1	**Declarations of Personal or Prejudicial Interest**. None.	
86/24 86/24.1	**Public Participation** None.	
87/24 87/24.1	**Minutes of the Finance, Governance and Personnel Committee meeting held on 10 February 2025** The minutes were agreed to be a true and accurate record and signed by Cllr Hughes. **Proposed: Cllr Whitehead, Seconded: Cllr Murphy**	
88/24 88/24.1	**Payments** Payments listed in Appendix A were authorised at the FGP meeting due to full Council not meeting in April 2025. **Proposed: Cllr Hughes, Seconded: Cllr Whitehead**	
89/24 89/24.1	**End of Year Finance Report** The committee received the report on income and expenditure during the 2024-2025 financial year, detailing performance against the budget. Cllrs noted the Council received a higher income than expected and total expenditure was accurate against the budget. The Clerk confirmed the reserves were lower than the previous financial year as the budget deficit was taken from the reserves, as per the 2024-2025 budget forecast. **Proposed: Cllr Hughes, Seconded: Cllr Murphy**	
90/24 90/24.1	**Annual Governance and Accountability Return (AGAR)** The Committee reviewed the 2024-2025 AGAR and associated documentation; this will be signed at the full Council meeting in May by the Clerk / RFO and the Chair of the Parish Council meeting.	

Signed: Cllr Hughes **Date:** 14 July 2025

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90/24.2	The Clerk explained that the AGAR is a summary of MPC income and expenditure and a brief breakdown of where funds have been spent. The AGAR is undertaken every year and is also completed by the internal auditor before issue to the external auditor, Moore. If there is a variance within the figures of 15% the Clerk is required to provide an explanation for this.	
90/24.3	Cllrs queried if there were any restrictions as to how long an internal auditor could be engaged to undertake an audit for the same Council. Clerk confirmed WALC advise best practice is to change auditors every 3 years however this is only a suggestion and there are no rules to specify the duration.	
91/24	**Internal Audit**	
91/24.1	The Clerk provided an update on the Internal Audit carried out by Mr. W. Robinson on 23 April 2025. The audit lasted around 5 hours; Mr Robinson read through the minutes, randomly selected payments and invoices and checked financial governance. The asset register, insurance documents and policies were also reviewed. No issues were raised during the audit.	
92/24	**Meriden Parish Council Asset Register**	
92/24.1	The Clerk completed a 'walk around' with Mr Barber (MSP Director) and it has been established that MPC now own approximately 95% of the equipment within the Sports Park. This equipment was originally bought by the developers and SMBC were the default owners which has now transferred to MPC. The asset register has been updated accordingly.	
92/24.2	The Clerk sought advice on how assets gifted should be listed on the asset register. As MPC do not have an asset policy, the Clerk had taken the advice received and listed assets gifted to MPC as a £1.00 value on the register; insurance valuations/policy reflect the 'true' value of the assets. The Clerk advised if Cllrs felt strongly about listing the items at the true value an asset policy can be written. Cllrs asked the Clerk to add a note to the asset register to state where the value is £1.00 it is to reflect gifted ownership of the item.	Clerk to action
92/24.3	Cllrs asked if all pictures had now been accounted for that were listed on the asset register. The Clerk confirmed the picture that was previously hung at the Social Club is now stored in the Pavilion; Cllrs requested the Clerk to obtain a valuation for the picture. Clerk explained this was potentially gifted to the Council and therefore the value should be £1.00. Meriden library had provided evidence that confirms the other pictures on MPC's asset register were gifted to them in the 1990's. **All in favour to dispose of the library pictures from the asset register.**	Clerk to action
92/24.4	Cllrs asked the Clerk to ensure the Green has been cut in preparation for the cyclists memorial.	Clerk to action

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92/24.5	A discussion took place regarding the overall condition of the planters around the village. Cllr Murphy will complete an inspection of all the planters to determine which ones should be removed or replaced.	Cllr Murphy to action
93/24 93/24.1	**Financial Regulations** The Committee reviewed and approved the recent minor update to the Financial Regulations. **Proposed: Cllr Hughes, Seconded: Cllr Whitehead**	
94/24 94/24.1 94/24.2	**Increased Consultation with Residents** The Committee would like to undertake four public consultations per year. This could include: - NDP revision – public consultation. - Budget – public consultation. - School – public consultation with the children on what they would like in the area. - Development day – public consultation on what matters most to the residents. Avon Planning can meet with the Council again. Clerk to apply for a grant to fund the full review of the NDP. Cllrs asked if Avon Planning can provide quotations on undertaking the majority of the work in reviewing a NDP. The NDP does require public volunteers and MPC will fund NDP training.	Clerk to action
95/24 95/24.1	**Quarterly Meetings of the Finance, Governance and Personnel Committee** The Committee decided to schedule FGP meetings bi-monthly, to be reviewed each meeting.	
96/24 96/24.1	**Date and Time of Next Meeting** The next FGP meeting will take place on Monday 9 June 2025 at 6pm.	

Meeting closed at 19:03pm

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APPENDIX A

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

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