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 7.00pm on Monday 14 July 2025 at The Pavilion, Meriden Sports Park.
Councillors Present: Cllr Hughes (Chair), Cllr Murphy and Cllr Eburne
Clerk: J. McDougall
Apologies: Cllr Whitehead
Public Attendees: None

Min No.	Item	Action
	The meeting commenced later than planned due to unforeseen Cllr delays and the need to be quorate.	
01/2526 01/2526.1 01/2526.2	**Apologies and Substitutions** Apologies had been received and accepted from Cllr Whitehead. Cllr Eburne acted as a substitute for Cllr Whitehead.	
02/2526 02/2526.1	**Declarations of Personal or Prejudicial Interest**. Cllr Murphy declared an interest in the Leys Lane allotments.	
03/2526 03/2526.1	**Public Participation** None.	
04/2526 04/2526.1	**Minutes of the Finance, Governance and Personnel Committee meeting held on 28 April 2025** The minutes were agreed to be a true and accurate record and signed by Cllr Hughes. **Proposed: Cllr Hughes, Seconded: Cllr Murphy**	
05/2526 05/2526.1	**Quarter One Financial Report** The committee received and accepted the Q1 financial report; all members of the Parish Council had been issued with a copy of the report. **Proposed: Cllr Hughes, Seconded: Cllr Murphy**	
06/2526 06/2526.1 06/2526.2	**Quotations for Legal Advice and Correspondence from MS&RT** The Meriden Sports and Recreation Trust had issued correspondence to the Parish Council detailing their position regarding the payment of legal advice the Trust would need to obtain to ensure funds from the Trust could be issued directly to the Parish Council for maintenance of the Sports Park. The Trust had advised the Parish Council to provide written legal advice from the Council's Solicitors addressing a number of issues directly relating to the Charity Commission's rules, and permitting the Trust to provide funds to the Council in the future. Three quotations had been obtained by the Parish Council as follows:	

Signed: Cllr Hughes **Date: 08/09/2025**

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	Quotation A £500-£1,000 Quotation B £1,250-£1,500 plus VAT Quotation C £1,320-£1,650 plus VAT The FGP committee discussed the above quotations. It was noted that the most cost effective quotation had taken a long time to obtain, with several requests by the Council, whereas quotation B and quotation C was received promptly. The committee would recommend to the Council that quotation B was accepted, providing the Solicitor was able to respond definitively to the legal questions posed with no caveats. **Proposed: Cllr Hughes, Seconded: Cllr Murphy**	Clerk to action
07/2526 07/2526.1	**Allotment Hedges** SMBC had confirmed it was not responsible for cutting the Leys Lane side of the allotment hedge; the Clerk was informed that SMBC cut the hedge with the tractor and flail in January 2024. The matter was raised recently with SMBC as to why the hedge was not cut in 2025. Clerk to review the documentation regarding the transfer of the allotment land to the Council and raise the matter again with SMBC and Ward Cllr Burrow.	Clerk to action
08/2526 08/2526.1	**Internal Audit** The FGP committee received and accepted the independent Internal Audit Report for 2024-2025; the Report had been issued to all members of the Parish Council. The recommendation of ensuring the financial risk register addressed the risks associated with the Council's credit card would be acted upon. **Proposed: Cllr Murphy, Seconded: Cllr Hughes**	Clerk to action
09/2526 09/2526.1	**Sports Park Future Management Communication** It was resolved that the next edition of the Meriden Mag would provide a summary of the history of the Sports Park's management and funding, and the Parish Council's current discussions to manage its own Premises from 2026. Facebook communications would also be used to update residents on plans.	Clerk to action
10/2526 10/2526.1	**Increased Communication with Residents** The Chair of the FGP committee would devise consultation questions on a number of issues to increase consultation with residents. **All members were in favour.**	Cllr Hughes to action
11/2526 11/2526.1	**Compassionate/Bereavement Policy** It was resolved that the Clerk would draft a special leave policy for either the FGP committee or Full Council to review.	Clerk to action
12/2526 12/2526.1	**Staff Appraisal and Pay Review** The committee did not need to pass a resolution to exclude members of the public and press (Public Bodies [Admission to Meetings] Act 1960) as no	

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	members of the public were present in person or online. Minutes of the recommendation have been issued to the Council in confidence for a decision to be made at the next Full Council meeting.	MPC to action
13/2526 13/2526.1	**Staff Planned Absence and Operational Support** The committee did not need to pass a resolution to exclude members of the public and press (Public Bodies [Admission to Meetings] Act 1960) as no members of the public were present in person or online. Minutes of the discussion have been issued to the Council in confidence.	MPC to action
14/2526 14/2526.1	**Date and Time of Next Meeting** The next FGP meeting will take place on Monday 8 September 2025 at 6.30pm in the Sports Pavilion.	

Meeting closed at 19:50pm

Signed: Cllr Hughes **Date: 08/09/2025**