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 8 September 2025 at The Pavilion, Meriden Sports Park.
Councillors Present: Cllr Hughes (Chair), Cllr Murphy and Cllr Whitehead
Clerk: J. McDougall
Deputy Clerk: C. Cooper (minutes)
Apologies: None
Public Attendees: None

Min No.	Item	Action
15/2526 15/2526.1	**Apologies and Substitutions** None.	
16/2526 16/2526.1	**Declarations of Personal or Prejudicial Interest**. Cllr Murphy declared an interest in the Leys Lane allotments.	
17/2526 17/2526.1	**Public Participation** None.	
18/2526 18/2526.1	**Minutes of the Finance, Governance and Personnel Committee meeting held on 14 July 2025** The minutes were agreed to be a true and accurate record and signed by Cllr Hughes. **Proposed: Cllr Whitehead, Seconded: Cllr Hughes**	
19/2526 19/2526.1 19/2526.2 19/2526.3 19/2526.4	**Budget Planning** The draft budget for the financial year 2026-2027 was discussed at length. Cllr Murphy to discuss the National Allotment Society Membership with other allotment holders. Projected total income and expenditure figures were discussed, along with a projected deficit. The Committee requested the Clerk adapt the budget to show what the deficit would be for the following: - No change to the current precept - 5% increase to precept - 10% increase to precept - 15% increase to precept The amended draft budget will be discussed at the next Full Council meeting. Cllr Hughes to send the 2024-2025 budget consultation form to the Clerk.	 Cllr Murphy to action Clerk to action Cllr Hughes to action
20/2526 20/2526.1	**Allotment Hedges** In accordance with Standing Orders 13e, the Clerk granted Cllr Murphy dispensation to discuss the allotment hedges and vote on this matter, for this meeting only, to progress the matter of an allotment hedge cut.	

Signed:..... **Date:**.....

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20/2526.2	The Clerk recommended adding an annual external allotment hedge cut to the current Parkway maintenance contract once a quotation had been obtained; the contract only includes an internal cut and SMBC has confirmed they are not responsible for the external hedge cut. **Proposed: Cllr Hughes, Seconded: Cllr Whitehead**	Clerk to action
21/2526 21/2526.1	**External Audit** The Committee received and accepted the External Audit Report from Moore for the financial accounts from April 2024 - March 2025. **Proposed: Cllr Hughes, Seconded: Cllr Whitehead**	
22/2526 22/2526.1	**Staff Appraisal and Pay Review** A date has been arranged for the Chair and Clerk to meet to complete a staff appraisal ahead of the scheduled November pay review.	
23/2526 23/2526.1 23/2526.2 23/2526.3	**Contracted Hours of Staff Members and Workload** It was confirmed the Clerk would increase weekly working hours to 30 hours whilst the Deputy Clerk is on leave. A letter will be sent to the Clerk confirming this temporary arrangement. **All in favour.** The Committee discussed the schedule of meetings whilst the Deputy Clerk is on leave and the following was determined: - Full Council to continue every month with the addition of planning applications when required. - FGP will no longer take place. This will be incorporated into Full Council meetings. Additional meetings for budget planning can be scheduled as a working party when required. - PTEC will become TEC and will meet every other month. - NDP meetings will take place every other month as a Committee and then additional meetings as a working party, if required. - Sports Park meetings will remain monthly during the handover period. These meetings will then move to quarterly once a committee has been established. The Committee discussed different options on Cllrs commenting on planning applications. It was suggested the Clerk email Cllrs requesting comments on smaller planning applications and any bigger applications with more impact on the village will be added to the next Full Council agenda. Cllrs and the public (viewing applications via MPC website) can request for an application to be presented to Full Council if they have concerns. The Clerk explained the Council must be transparent and ensure the public see planning applications. If not all planning applications are shown on an agenda transparency may be impacted. Cllrs confirmed planning applications are published on the MPC website and as	

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23/2526.5	the Parish Council are not decision makers, only consultees, they felt this provided sufficient transparency and was a similar procedure outlined in Standing Orders 15b xiv. The Chair of the Council and the Clerk discussed running the meetings more formally, given they would be longer. The Clerk was asked to create a short speech the Chair can read out at the start of every meeting, detailing the rules on meetings and how it will run. **Proposed: Cllr Hughes, Seconded: Cllr Murphy**	Clerk to action
24/2526 24/2526.1	**Date and Time of Next Meeting** A date is no longer required for an FGP meeting as this will now be moved into Full Council meetings.	
25/2526 25/2526.1	**Election of a Chair** The election of a Chair was no longer required due to FGP meetings moving to Full Council meetings.	

Meeting closed at 19:57pm

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