



Meriden Parish Council

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Minutes of Meriden Parish Council **Extraordinary General Meeting** held on 6th January 2014 at The Pavilion, 10 Main Road, Meriden, at 7 p.m.

Present:

Cllr M Lee	Chair
Cllr R Kipling	Arrived late
Cllr R Weaver	
Cllr P Lee	
Cllr F Lynch-Smith	Arrived late & left early for WI meeting
Cllr M Haque	
Cllr J Barber	
Mrs B Bland	Clerk

An Extraordinary General Meeting was called to set indicative precept and conclude tender process with contract award.

Public Participation

There was no public attendance.

1. Welcome & Apologies

Cllr M Lee welcomed and thanked Members for their attendance; it was noted there were no members of the public present. Apologies received from Cllr Nunn.

IT WAS RESOLVED Members duly noted and accepted Cllr M Nunn's absence.

2. Declarations of Interest

All Members declared their interest in setting precept and recommended percentage increase with the exception of Cllr Barber who lives outside Meriden Parish.

3. Precept

Cllr M Lee outlined the purpose of the EGM to consider and approve the indicative precept and recommended increase, and presented to Members disseminated information received from Gemma Farrington, SMBC Senior Accountant, providing precept based on total households and options going forward.

3.1 Budget v. Precept

Cllr Lee explained there has been a decrease in precept top up grant, reducing the budget by £335. Spreadsheets had been prepared for the meeting and circulated.

3.2 Indicative Support Grant

Cllr Lee referred Members to the spreadsheets highlighting a 12% reduction in precept support grant from £2876 in 2013/14 to £2541 in 2014/15.

3.3 Number of Band D equivalent dwellings for Council Tax for 2014-15

Cllr Lee highlighted a 4.23% increase in total households that have completed band D assessment, however this is reduced to 3.15% after adjustments to tax base due to Class A and C exemptions, Council Tax Support, Class Discounts and remaining un-banded properties per Valuation Office estimate. The total number of households increased from 1269 to 1325.



3.4 Percentage Increase

Cllr Kipling recommended a 3% increase in household precept at December's Parish Council meeting. The Chair asked Members for their comments on this proposal.

Cllr Haque asked what it meant financially to each household. The Chair referred Members to the spreadsheet calculation and confirmed 99 pence per year from £32.98 to £33.97 thus increasing by less than 2 pence per week.

Cllr P Lee requested information regarding the 20% reduction in precept the Parish Council implemented some years ago. Cllr Weaver confirmed a substantial reduction was made due to Parish Council un-spent reserves.

Members asked how an increase is to be justified to residents; the Chair replied that justification should be based on the number of band D equivalents against deduction in support grant and a 3% increase would be asked for. Cllr Weaver further commented that the proper tax base of funding calculation has been used to generate 99 pence per household, per year, precept increase as per spreadsheet attached "Precept 2014/15 options based on total households".

IT WAS RESOLVED Cllr P Lee proposed a 3% increase which was seconded by Cllr Kipling and unanimously approved by Members.

	2014/15 - 3% increase = £33.97 ph
Band D equivalent dwellings	1325
Total precept	£45,010
Indicative support grant	-£ 2,541
Total less grant	£42,469

4. Tender Contract Awards

The Chair presented contract evaluation carried out during short listing on 16th December and interview process on 18th and 23rd December. Cllr P Lee stated AMS and Dovetail to be the preferred Contractors, both of whom brought their own expertise and enthusiasm for the future development of the Sports Park. The Chair advised recommendation for Brian Ball and Dovetail to be awarded outside village contracts.

The Chair, on behalf of the Clerk and Finance Committee, recommended the following Contract Award, which had been circulated to Members prior to the Christmas break for their consideration:-

- Contract 1 – Outdoors Sports Park (non specialist) – Advance Maintenance Services
- Contract 2 – Outdoors Sports Park (specialist) – Advanced Maintenance Services
- Contract 3 – Pest Control – Dovetail Facilities Management
- Contract 4 – Outdoors Village - Brian Ball
- Contract 5 – Street Furniture – Dovetail Facilities Management
- Contract 6 – Caretaker/Cleaning – Advance Maintenance Services
- Contract 7 – Open/Close – Dovetail Facilities Management
- Contract 8 – Essential Maintenance – Dovetail Facilities Management



The Chair referred Cllr Lynch-Smith to Contracts 4 and 5 providing an overview of tender content, specifically street furniture with one contractor undertaking tours of the village prior to tender submission. Cllr Haque asked about Dovetail; Cllr P Lee responded that the interview group had been impressed with their presentation, the fact they are new young and local, and want to get involved with supporting the Sports Park. The Chair further expanded that they had undertaken several "reccys" of the Sports Park and Village and as such competitively priced the contracts awarded; the Chair further stated that one contractor interviewed was not considered suitable due to cost and not having RoSPA playground accreditation.

IT WAS RESOLVED Cllr P Lee proposed approval of recommendation. Members unanimously approved the award of contracts 1 to 8 above. The Clerk will notify all Contractors.

Contract 9

The recommendation is for the Sports Co-ordinator contract to be awarded to Paul Jayes Soccer Coaching. Cllr Weaver stated she was happy to continue line managing this role but requested assistance from Cllr Barber, who agreed. Members discussed monitoring and evaluation of the role and how this could be managed; Cllr Haque asked how we should proceed. The Clerk recommended a contract award of one year in the first instance subject to funding being secured for year 2; to provide accountability for Sports Park Directors, the Sports Co-ordinator will be invited to attend the 8 weekly Director's Board meetings, where a written report will accompany a full update and monitoring evaluation. Cllrs Lynch-Smith, Haque and the Chair agreed this to be the way forward. Cllr Weaver stated she is happy with this arrangement and together with Cllr Barber would provide the necessary support and supervision to this role.

IT WAS RESOLVED Cllr Weaver proposed Paul Jayes is awarded Contract 9 and this was seconded by Cllr P Lee and unanimously approved by Members.

Cllr M Lee closed the meeting at 8.15 p.m.

Signed Dated