

Minutes of the **Annual Meeting** of Meriden Parish Council held on 5th May 2021
Virtual Meeting via Member Zoom Conferencing commencing at 7.30 p.m.

Present:

Cllr R Weaver RW	Chair	Cllr J Hughes JH	
Cllr J Barber JB		Cllr M Woollard MW	
Cllr M Nunn MN		Cllr A Eburn AE	
Mrs B Bland BB	Clerk	Cllr C Smith CS	

1. Welcome & Apologies

Chair welcomed Members to the Annual Meeting of the Parish Council. Apologies received from Cllrs Kipling (ill health), Dicicco, Allsopp and Howell. Cllr Kipling emailed the clerk with his nominations for chair and vice chair. An explanation was given regarding recent court ruling for parish councils to continue their meetings using zoom. The meeting calendar has been brought forward to 5th May so May's Annual Parish and parish council meetings may be held before the 6th May deadline for zoom meetings to cease. The parish council will operate under delegated powers to the clerk and will not meet until July 2021 subject to covid roadmap.

IT WAS RESOLVED Members recorded the absence of Cllr Kipling as unauthorised and accepted apologies from Cllrs Dicicco, Allsopp and Howell. Members acknowledged the cessation of zoom and delegated powers to the clerk until next meeting in July subject to covid roadmap.

2. Declarations of Interest

None declared.

3. Minutes of Last Meeting – 18th May 2020

The minutes of the Annual Meeting held on 18th May 2020, circulated prior to the meeting, were considered for accuracy and agreed.

IT WAS RESOLVED The minutes of the Annual Meeting held on 18th May 2020 were approved; proposed by Cllr Hughes and seconded by Cllr Barber.

4. Chair's Report 2019-2020

The Chair's Report has been previously circulated and included in the Annual Assembly meeting. It was advised that the Meriden Mag has limited space and therefore an abridged version would be included in the Mag. ~~RW advised that the report will be going into the Meriden Mag. She further added that~~ Further comments reflected the new working pattern of the parish council using zoom and the clerk being home based. The parish council has done a lot over the last 12 months and recorded her thanks to Members for their contribution and to Barbara Bland for her exemplary work and support to the Team.

Signed **Chair** **Dated**

IT WAS RESOLVED Members approved the Chair’s Report for 2020-21 and abridged version; proposed Cllr Hughes and seconded Cllr Eburne.

5. Election of Chair

Clerk advised she had received one nomination. The nomination was for Cllr Weaver to be elected Chair. There were no other nominations and Members approved unanimously the election of Cllr Weaver as Chair of Council.

IT WAS RESOLVED Cllr R Weaver be elected Chair of Meriden Parish Council; proposed by Cllr Barber and seconded by Cllr Eburne.

6. Election of Vice Chair

Clerk advised she had received two nominations. The nominations for Cllr Barber and Cllr Hughes to be elected Vice Chair. Members voted via a secret (text to clerk mobile). Votes were counted and the clerk announced Cllr Hughes is appointed vice chair with 5 votes to 1.

IT WAS RESOLVED Cllr Hughes be elected Vice Chair of Meriden Parish Council; via secret ballot 5 votes to 1.

7. Sub-Committees

Committee membership has been circulated to Members with a request if they wished to change committee please advise at meeting. With the High Court Ruling regarding use of zoom of parish meetings, the election of Sub Committees will become working groups **until May 2022** so meetings may continue but without Member resolution.

Working Committees 2021-2022

A	Village Hall Management Committee	Vacant
B	Neighbourhood Planning Steering Group	Alderman D Bell – Chair (Co-Optee) Cllr R Weaver Cllr J Hughes Clerk
C	PCC Committee Member War Memorial & Cyclists Memorial	Cllr J Barber Cllr R Weaver Cllr M Nunn Clerk
D	Meriden Pool	Cllr M Nunn Cllr M Woollard Cllr C Smith Vacant – Lead Friend (Co-Optee) Clerk
E	Allotment	Cllr J Barber Clerk

Signed Chair **Dated**



F	Solihull MBC Footpaths Forum and Representative	Cllr A Eburne
G	Quarry Liaison Group	Cllr R Weaver Cllr J Hughes Mrs L Parker – Co-Optee & Resident Representative Clerk
H	Solihull MBC Conservation	Cllr R Weaver (when invited) Cllr C Smith
I	Local Council Award (Quality & Self-Assessment)	Full Council Clerk
J	Association of Parish and Town Councils Solihull Area Committee	Cllr R Weaver Cllr J Hughes
K	Solihull MBC Tree Wardens	Mrs S Sharland – Co-Optee Clerk
L	Planning	Cllr M Woollard - Chair Cllr J Hughes Cllr M Nunn Cllr R Kipling Cllr A Eburne Clerk Full Council (as & when required)
M	Tea & Talk	Full Council Clerk
N	Community Safety <ul style="list-style-type: none"> • Speed Watch • Street Watch • Neighbourhood Watch 	Cllr A Eburne - Lead Cllr J Barber
O	Airspace Change Consultation & Birmingham Airport Extension	Cllr R Weaver Clerk
P	Meriden Sports Park (Management)	Cllr R Weaver Director/Chair Cllr J Barber Director Cllr M Nunn PC Representative Mrs B Bland Company Secretary
Q	Meriden Sports & Recreation Trust	Cllr J Hughes
R	Finance Quarterly Internal Controls Bi-Annual Internal Audit/Quality Checks	Cllr R Weaver - Chair Cllr J Barber Cllr M Nunn Cllr J Hughes Cllr C Smith Clerk Mr T Gill – Internal Auditor

Signed **Chair** **Dated**



S	Personnel Committee	Cllr R Weaver Cllr J Hughes Cllr J Barber Vacant
T	Clerk's Supervising Officer	Cllr R Weaver
U	Operation London Bridge	Cllr R Weaver Cllr J Barber Cllr J Hughes Cllr M Woollard Clerk
V	Website (Content Management)	Cllr J Barber Clerk
X	Digital Support including Social Media	Cllr J Hughes Cllr A Eburne Cllr M Woollard
Y	Youth Council	Cllr J Hughes Cllr R Weaver Cllr C Smith Cllr M Woollard Resident Co-Optees
Z	Climate Change	Cllr J Hughes Cllr R Weaver Cllr A Eburne Cllr C Smith Resident Co-Optees

Reviewed May 2021 - Adopted 5th May 2021 R.Weaver.....

(Working Groups to be reviewed at the Annual Meeting 16th May 2022 or until such time as this process to be a legal full council resolution to amend or discontinue this practice).

IT WAS RESOLVED Members unanimously approved working group membership.

8. Bank

Clerk advised another signatory is required for bank mandate. Cllr Hughes agreed to be put on bank mandate. The parish council will continue banking with Barclays.

IT WAS RESOLVED Members approved the recommendation to add Cllr Hughes to the parish council bank mandate of Cllr Weaver, Cllr Kipling and Mrs Bland. Proposed Cllr Weaver and seconded Cllr Woollard.

Action: Clerk to contact Barclays for bank mandate paperwork for process completion.

Signed Chair **Dated**



9. Internal Auditor

A new internal auditor was appointed at finance committee meeting 15th February 2021. A review of internal auditor to be undertaken once 2020/2021 internal audit has been concluded.

Action: Clerk

10. External Auditor

The Local Audit and Accountability Act 2014 required from 2017 smaller authorities will appoint auditors through a sector led body or opt out such arrangements. Therefore, Meriden Parish Council elected to stay with the sector led body and collective procurement arrangements to appoint an external auditor. The appointment of P K F Littlejohn was confirmed in 2017 for a 5-year contract from 1st April 2018 to 31st March 2023.

11. Outsourced Payroll Administration

The current outsourced payroll administration is provided by D M Malley; Members considered the continuation of this service and approved the recommendation.

IT WAS RESOLVED Members approved payroll administration being provided by D M Malley. Proposed Cllr Weaver and seconded Cllr Hughes.

12. Policies

All policies circulated to Members prior to meeting for their reference and scrutiny. Policies all approved as follows:-

12.1 General Power of Competence

IT WAS RESOLVED Proposed Cllr Weaver and seconded Cllr Barber.

12.2 Standing Orders 2021

IT WAS RESOLVED Proposed Cllr Weaver and seconded Cllr Barber.

12.3 Financial Regulations 2021

IT WAS RESOLVED Proposed Cllr Weaver and seconded Cllr Barber.

12.4 Code of Conduct 2020

IT WAS RESOLVED Proposed Cllr Weaver and seconded Cllr Barber.

12.5 Scheme of Delegation

IT WAS RESOLVED Proposed Cllr Weaver and seconded Cllr Barber.

13. Date of Next Meeting

The date of the next Annual Meeting will be 16th May 2022.

The meeting closed at 21.25

Signed Chair **Dated**