Meriden Parish Council

The Pavilion
Meriden Sports Park
10 Main Road
Meriden
CV7 7SP

Minutes of the Meriden Sports Park Committee held at 6.45pm on Monday 2 March 2026 at The Pavilion, Meriden Sports Park.
Councillors Present: Cllr Whitehead, Cllr Eggar, Cllr Marshall and Cllr Ritchie
Clerk: J. McDougall
Apologies: None
Public Attendees: None

Min No.	Item	Action
01/2526 01/2526.1	**Election of a Chair** Cllr Eggar was elected as Chair of the Meriden Sports Park committee. **Proposed: Cllr Whitehead, Seconded: Cllr Marshall**	
02/2526 02/2526.1	**Election of a Vice Chair** Cllr Marshall was elected as Vice Chair of the Meriden Sports Park committee. **Proposed: Cllr Whitehead, Seconded: Cllr Eggar**	
03/2526 03/2526.1	**Apologies and Substitutions** None.	
04/2526 04/2526.1	**Declarations of Personal or Prejudicial Interest** Cllr Eggar declared an interest in the Meriden Sports Park Company. A dispensation was granted to Cllr Eggar to discuss items on the agenda relating to the sports park. **All in favour**	
05/2526 05/2526.1	**Public Participation** No members of the public in attendance.	
06/2526 06/2526.1	**Terms of Reference** The Terms of Reference for the Meriden Sports Park committee were approved. **Proposed: Cllr Whitehead, Seconded: Cllr Eggar**	
07/2526 07/2526.1	**Meeting Frequency** Meriden Sports Park committee meetings would take place monthly until the end of June 2026, after which time the frequency would be reviewed. **All in favour**	MPC to progress
08/2526 08/2526.1	**Hire Rates** The hire rates from 1 April 2026 were agreed as follows: £25.00 5x5 football pitch per match £30.00 7x7 football pitch per match	

Signed: Cllr Marshall **Date:** 11 May 2026

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	£30.00 9x9 football pitch per match £30.00 11x11 children's/youth rate for football pitch per match £75.00 per cricket match £10.00 per rounders game £15.00 per hour for hire of the Pavilion All hire rates will be reviewed in July/August 2026. **All in favour**	
08/2526.2	Hourly hire rates for the community craft group and All Together Café will continue to be waived in favour of a donation from the groups. Clerk to contact the All Together Café to determine the frequency and level of their donation. **All in favour**	Clerk to action
08/2526.3	Cllr Eggar will review sport hire rates offered by other providers to ascertain whether the football hire rates can increase and remain competitive. Cllr Eggar to also contact the local football Leagues to advertise the availability of the pitches on Saturday.	Cllr Eggar to action
09/2526 09/2526.1	**Contracts** The Clerk confirmed contracts need to be written for all suppliers and customers of the sports park and Pavilion. Organisations hiring the premises for business purposes (for example sports clubs, fitness clubs) will be required to have their own public liability insurance.	
09/2526.2	It was resolved Cllr Whitehead would write a hire agreement for Pavilion users; Clerk to forward a hire agreement template. **All in favour**	Cllr Whitehead to action
10/2526 10/2526.1	**Risk Assessments** The Clerk confirmed risk assessments must be in place for the Pavilion and all equipment. The Clerk had written a risk assessment for the Pavilion and the park.	
10/2526.2	It was resolved Cllr Marshall would write a risk assessment for the young children's play area.	Cllr Marshall to action
10/2526.3	It was resolved Cllr Ritchie would write a risk assessment for the exercise equipment. **All in favour**	Cllr Ritchie to action
11/2526 11/2526.1	**Sports Park Budget** The Meriden Sports Park committee approved the 2026-2027 budget that will comprise the grant request from Meriden Sports and Recreation Trust. It was	

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	noted the 2026-2027 sports park/Pavilion budget comprised of the Committee's best estimate figures based upon the information supplied to the Parish Council. The budget will regularly be reviewed. Clerk to forward a copy to Meriden Sports and Recreation Trust for comments. **All in favour**	Clerk to action
12/2526 12/2526.1	**Grant Opportunities** Cllr Whitehead had recently attended training on grant opportunities and would undertake research on grants available. **All in favour**	Cllr Whitehead to action
13/2526 13/2526.1	**Meriden Sports Park Company Handover** The tripartite grant termination agreement lists the information required from Meriden Sports Park Company (MSP). MSP has commenced compiling the information.	
14/2526 14/2526.1 14/2526.2	**Out of Hours Pavilion Opening/Closing** A visible sports/Pavilion usage calendar was required. An out of hours rota was required; Cllr Eggar and Cllr Whitehead agreed to be listed on the rota, when needed.	MSP Committee to progress MSP Committee to progress
15/2526 15/2526.1 15/2526.2	**Correspondence** A contractor, awarded a contract following the tender process, had withdrawn, the contract was offered to the next most competitive quotation. Cllr Whitehead reported Meriden Sports and Recreation Trust had issued amendments to the draft bilateral grant agreement following a number of comments from the Parish Council. Cllr Whitehead would respond to the request for additional information.	Cllr Whitehead to action
16/2526 16/2526.1	**Councillor Reports** None received.	
17/2526 17/2526.1	**Clerk's Report** The Clerk reported the workload had increased substantially due to the requirement to meet with new suppliers, write contracts, prepare risk assessments and ensure all information was provided for a smooth handover from the Meriden Sports Park Company to the Parish Council.	
18/2526 18/2526.1 18/2526.2	**Date and Time of the Next Meriden Sports Park Committee Meeting** The next MSP Committee meeting was scheduled for Monday 30 March 2026, 6.45pm, at the Sports Pavilion. Cllr Ritchie sent apologies for the 30 March 2026 meeting.	

Signed: Cllr Marshall **Date:** 11 May 2026