Meriden Parish Council

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

Minutes of the Annual Meeting of Meriden Parish Council held at 7:30pm on Monday 18 May 2026 at The Sports Pavilion, Meriden Sports Park.

Present: Cllr Whitehead (Chair), Cllr Marshall, Cllr Ritchie and Cllr McGrath
Apologies: Cllr Murphy, Cllr Eburne-Brereton and M.P. Saqib Bhatti
Public Attendees: SMBC Ward Cllr David Hoey, SMBC Ward Cllr Jane Lamden, SMBC Ward Cllr Catherine Price and 12 members of the public

Min No.	Item	Action
01/26(AM) 01/26(AM).1	**Election of a Chair to Meriden Parish Council** Following a vote, Cllr Whitehead was unanimously elected as Chair of the Parish Council. The Chair signed the Declaration of Acceptance of Office. **Proposed: Cllr Marshall , Seconded: Cllr Ritchie**	
02/26(AM) 02/26(AM).1	**Election of a Vice Chair to Meriden Parish Council** Following a vote, Cllr Marshall was unanimously elected as Vice Chair of the Parish Council. The Vice Chair signed the Declaration of Acceptance of Office. **Proposed: Cllr Whitehead, Seconded: Cllr McGrath**	
03/26(AM) 03/26(AM).1 03/26(AM).2	**Apologies and Acceptance of Apologies** Apologies were received and accepted from Cllr Murphy and Cllr Eburne-Brereton. **All in favour** Apologies were received from M.P. Saqib Bhatti.	
04/26(AM) 04/26(AM).1	**Declaration of Personal and Prejudicial Interest** None received.	
05/26(AM) 05/26(AM).1	**Nomination and Election to the Transport, Environment and Climate Change (TEC) Committee** Due to apologies, it was resolved to defer this item to the next full Parish Council meeting. **All in favour**	Clerk to place on June full Council meeting agenda
06/26(AM) 06/26(AM).1	**Nominations and Election to the Meriden Sports Park (MSP) Committee** Due to apologies, it was resolved to defer this item to the next full Parish Council meeting. **All in favour**	Clerk to place on June full Council meeting agenda
07/26(AM) 07/26(AM).1	**Nominations and Election to the Neighbourhood Development Plan (NDP) Review Committee** Due to apologies, it was resolved to defer this item to the next full Parish Council meeting. **All in favour**	Clerk to place on June full Council meeting agenda
08/26(AM) 08/26(AM).1	**Representatives to the Staffing Group** Cllr Whitehead, Cllr Ritchie and Cllr McGrath were confirmed as members of the staffing group. **All in favour**	

Signed: Cllr Whitehead
Dated: 15 June 2026

09/26(AM) 09/26(AM).1	**Representatives to Local Groups** Due to apologies, it was resolved to defer this item to the next full Parish Council meeting. **All in favour**	Clerk to place on June full Council meeting agenda
10/26(AM) 10/26(AM).1 10/26(AM).2	**Members' Allowances** The Parish Council agreed allowances for the following roles for the period May 2026 – May 2027: - Chair of Meriden Parish Council (£1,500.00) - Vice Chair of Meriden Parish Council (£500.00) - Chair of the Committees (£500.00). Elected Councillors who were eligible to receive an allowance must inform the Clerk if they wish to claim the above allowance. Councillors could only claim an allowance for a maximum of one of the above roles. Councillors were responsible for declaring the allowance with HMRC. **All in favour**	Cllrs to action
11/26(AM) 11/26(AM).1	**Policy Approval** The Parish Council approved the following policies: (i) Standing Orders (ii) Financial Regulations (iii) Code of Conduct (iv) Scheme of Delegation to the Clerk. **Proposed: Cllr Whitehead, Seconded: Cllr Marshall**	Clerk to update the website
12/26(AM) 12/26(AM).1	**Professional Services and Contracts** The Parish Council approved the continuation of the following contracts: (i) Edge IT Finance Package (ii) Edge IT 365 Office and Support (iii) Parish Council Websites Support (iv) Fortress Recycling Bin Emptying (v) Patrol Alarms (three year contract)**.** **Proposed: Cllr Whitehead, Seconded: Cllr Ritchie**	Clerk to progress
13/26(AM) 13/26(AM).1	**Approve Terms of Reference and Delegated Powers for Committees** The Parish Council approved the terms of reference and delegated powers for: (i) Meriden Sports Park committee (ii) Neighbourhood Development Plan Review committee (iii) Transport, Environment and Climate Change committee. **All in favour**	Clerk to progress
14/26(AM) 14/26(AM).1	**Date and Time of Next Annual Meeting of Meriden Parish Council** The next Annual Meeting of Meriden Parish Council will take place in May 2027 at a date and time to be determined.	

Meeting closed – 7.39pm

Signed: Cllr Whitehead
Dated: 15 June 2026