

## **WOLSTON PARISH COUNCIL**

**CLERK TO THE COUNCIL: CLARE MALYON, 2 MAIN STREET, CV8 3HJ**

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### **To Members of Wolston Parish Council**

Notice is hereby given that the next meeting of the Parish Council is the Annual Parish Council Meeting to be held on Tuesday 12th May 2026, to follow on from the Annual Meeting commencing at 6.30pm at the Baptist Chapel, Main Street Wolston.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

### **BUSINESS OF THE AGENDA**

#### **1. ELECTION OF CHAIR**

1.1 To elect a Chair and for Chair to sign the Declaration of Acceptance of Office

#### **2. APOLOGIES**

2.1 To receive and approve apologies for absence.

#### **3. ELECTION OF VICE CHAIR**

3.1 To elect a Vice Chair and for Vice Chair to sign the Declaration of Acceptance of Office

#### **4. SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE FOR NEWLY ELECTED COUNCILLORS**

To consider and resolve that all newly elected or co-opted councillors shall sign their Declaration of Acceptance of Office at or before their first meeting in accordance with statutory requirements, and that the Parish Clerk shall countersign and retain the completed declarations in the council's records

#### **5. DECLARATIONS OF INTERESTS**

5.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.

5.2 To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.

5.3 To declare any Other Disclosable Interests in items on the Agenda and their nature  
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5.4 To consider any request for dispensation from a member who may have a DPI or ODDI to allow them to stay/speak in the meeting during the consideration of the item.

#### **6. BOROUGH COUNCILLOR**

6.1 To receive report of Borough Councillor

#### **7. COUNTY COUNCILLOR**

7.1 To receive report of County Councillor

#### **The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the Chair. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chair. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting.

#### **8. STANDING ORDERS**

8.1 To discuss/RESOLVE to approve Standing Orders (Attached)

#### **9. POLICIES AND PROCEDURES**

9.1 Review of the council's policies, procedures and practices (Policy Schedule Attached).

#### **10. CODE OF CONDUCT**

10.1 To note continued adherence to the Code

## **11. FINANCIAL REGULATIONS**

11.1 To note and to consider reviewing

## **12. RISK ASSESSMENT AND INTERNAL CONTROL POLICY**

12.1 To RESOLVE to review the Risk Assessment for 26-27 and Internal Control Policy

## **13. MINUTES OF THE PREVIOUS MEETINGS**

13.1 To approve the Minutes of meeting held on 29<sup>th</sup> May 2025 (Attached)

13.2 To approve the Minutes of meeting held 2<sup>nd</sup> April 2026 (Attached)

## **14. FINANCE**

14.1 To ratify payments made in April 2026

14.2 Accounts for Payment (two councillors to authorise)

14.3 To confirm payment of Officers and Councillors expenses.

14.4 To confirm receipt of payments received.

14.5 To approve monthly bank reconciliation statement

14.6 To consider any grant applications and make appropriate decision.

14.7 To confirm the appointment of an internal auditor for 2024-25 and 2025-26

14.8 To agree councillor from the working group to carry out monthly internal financial control check

## **15. INSURANCE**

15.1 To confirm arrangements for insurance cover are in place in respect of all insurable risks

## **16. ASSET REGISTER**

16.1 Review of asset register (Attached)

## **17. PLANNING MATTERS**

17.1 Borough Council Decisions Application Type:

17.2 Appeals None received

## **18. COMMITTEES AND MEMBERSHIP**

18.1 To discuss/RESOLVE which Councillors are on Committees and receive applications from new members

## **19. WORKING GROUPS AND MEMBERSHIP**

19.1 To discuss/RESOLVE which Councillors are on Working Groups and receive applications from new members

## **20. REPRESENTATIONS ON OUTSIDE BODIES**

20.1 To receive update on which Councillors are representations on outside bodies

**21. EVENTS PLANNING**

21.1 To receive update

**22. COMMUNICATION**

22.1 To receive update

**23. TO RECEIVE CLERK'S REPORT**

23.1 To include correspondence list

**24. TO RECEIVE REPORT OF PARISH COUNCILLORS**

24.1 Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise item for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

**25. DATE OF NEXT MEETING** – 4<sup>th</sup> June 2026, 7.15pm at Wolston and Brandon Village Hall

**26. CLOSE OF MEETING**

Signed.....

Clare Malyon, Clerk to the Council 7<sup>th</sup> May 2026