

WOLSTON PARISH COUNCIL

2 Main Street, Wolston, Coventry CV8 3HJ

Telephone: **07305 147713** E-mail: clerk@wolstonparishcouncil.gov.uk

Parish Councillors are hereby summoned to attend the extra meeting of Wolston Parish Council to be held at 6:30pm Tuesday 14th July 7, 2026, at Wolston Baptist Chapel



Cllr Rainey
Chair
8th June 2026

AGENDA

66. **Apologies.** – To receive apologies and approve reasons for absence

67. **Declarations of Interest**

- 67.1. To declare any personal interests or prejudicial interests in items on the agenda and their nature.
- 67.2. To receive, consider and approve any requests for dispensation relating to agenda items.

68. **Approval of the minutes of previous meetings:**

To approve the minutes of the previous meeting as circulated and authorise the Chairman to sign them as a correct record.

- 68.1. To approve the Minutes of meeting held on 29th May 2025
- 68.2. To approve the Minutes of meeting held on 28th May 2025
- 68.3. To approve the Minutes of 12th May 2026
- 68.4. To approve the Minutes of 4th June 2026
- 68.5. To approve the Minutes of Extraordinary meeting held 18th June 2026

69. **Finance**

- 69.1. To consider and approve the Councillor Expenses Policy, as circulated to Members prior to the meeting, for immediate adoption by the Council.
- 69.2. To consider and approve the Staff Expenses Policy, as circulated to Members prior to the meeting, for immediate adoption by the Council.
- 69.3. To approve Councillor's and staff expenses and note staff wages.

Name	Details	Amount	Comments
Staff costs		£4422.42	June 26
Cllr Wright	Cllr Expenses	£405.00	April 25 to April 26
Cllr Wright	Cllr Expenses	£93.70	Flower beds
Tracie Ball	Various	£287.08	

01/07/2026	Membership	SLCC	£158.00
24/06/2026	Envelopes	Amazon	£6.99
03/06/2026	Paper	Amazon	£16.49
10/06/2026	software set up	Edge IT	£105.60

- 69.4. To receive and consider the recent changes to Government guidance relating to councillor and officer expenses and allowances, and to determine whether any amendments to the Council's current arrangements are required.
- 69.5. To receive the Responsible Financial Officer's report regarding the Council's banking arrangements and, if considered appropriate, to:
 - 69.5.1. review and approve the authorised signatories and bank mandates for the Council's accounts held with Lloyds Bank and HSBC Bank.
 - 69.5.2. determine the councillors and officers to be granted internet banking access and approve the appropriate levels of authority for each user.
 - 69.5.3. authorise the removal of former councillors, former officers and any other individuals who are no longer authorised to act on behalf of the Council from all bank mandates and online banking facilities;

and

69.5.4. authorise the Clerk and Responsible Financial Officer to complete and submit all documentation necessary to implement the Council's decisions.

70. Clerk's Report – Information Technology and Microsoft 365

70.1. To receive and consider the Clerk's report regarding the provision of Microsoft 365, software licensing, IT security and associated operational issues affecting the Clerk's ability to undertake statutory duties, including AGAR requirements, producing agendas and minutes and to determine any actions considered necessary, including the purchase of appropriate software licenses and any associated expenditure.

71. Playing Field CCTV – Dyers Lane Remedial Works

To receive the Responsible Financial Officer's report regarding the outstanding remedial works required to restore the CCTV system serving the Dyers Lane Playing Field and Recreation Ground, to consider the quotation received from DACT Fire & Security and, if considered appropriate:

- 71.1. to approve the appointment of DACT Fire & Security to undertake the outstanding CCTV remedial works.
- 71.2. to authorise the officer to place the order and arrange completion of the works; and
- 71.3. to approve the funding of the works from the appropriate Council budget or earmarked reserve, as determined by the Council in accordance with its Financial Regulations.

72. Events

- 72.1. To consider and adopt the Terms of Reference for the Events Working Group, as previously circulated to Councillors.
- 72.2. To determine and approve the date of the 2026 Christmas Lights Switch-On event as Saturday 21st November 2026
- 72.3. To agree the format of the event and delegate authority to the Events Working Group and RFO to make the necessary arrangements within the approved budget.
- 72.4. To consider a proposal to install a Christmas tree within the brook area during the festive period and, subject to any necessary permission being obtained, authorise the Clerk to progress the arrangements.
- 72.5. To authorise the Clerk to obtain any permission required from the relevant landowner or authority for the installation of the Christmas tree within the brook.

73. Pavilion Electrical Remedial Works

To receive the Responsible Financial Officer's report and consider the revised quotation from Hertz Electrical Contractors.

To consider and resolve:

- 73.1. the appointment of Hertz Electrical Contractors to undertake the Pavilion electrical remedial works.
- 73.2. whether the Responsible Financial Officer should investigate the use of available Section 106 monies to fund the works; and
- 73.3. if Section 106 funding is unavailable or insufficient, to fund the works from the Pavilion Earmarked Reserve, including any required budget adjustment or reserve transfer.

74. Grounds Maintenance Equipment

74.1. To consider the purchase of a multi-head grounds maintenance tool, together with any required attachments, and to approve expenditure up to £750 ex VAT from the approved budget.

75. Burial Board

75.1. To consider and adopt the Terms of Reference for the Wolston, Brandon, and Bretford Joint Burial Committee, as previously circulated to Cllrs.

76. . Date of Next Meetings –

To confirm Thursday 3rd September 2026 at 7.15pm for the next regular meeting of the Parish Council at Wolston & Brandon Village Hall, Main Street, Wolston

If an interim meeting is required, an agenda will be sent to Councilors and be put on the website and in the Parish noticeboard **three** clear days before the meeting is held.