WOLSTON PARISH COUNCIL

2 Main Street, Wolston, Coventry CV8 3HJ

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

Minutes of Meeting held on 14th July 2026

Venue: Wolston Baptist Chapel

Time: 6:30pm

Cllrs Present: Cllr Rainey (chair), Cllr Wright (vice chair), Cllr Osmond. Cllr Kenney, Cllr Taylor.

Clerk Malyon

Public: no attendees

66. **Apologies. –** To receive apologies and approve reasons for absence. Apologies received from Cllr McCabrey and Cllr Fernandez and RFO. It was noted that Borough and County Cllrs were not sent a personal invite. The meeting was posted on the notice board and website.

67. **Declarations of Interest**
    67.1. To declare any personal interests or prejudicial interests in items on the agenda and their nature. Cllr Wright declared a pecuniary interest regarding his expense claim for £405. Cllr Wright offered to answer questions regarding any items and would step out for any votes or leave the room if required.
    67.2. To receive, consider and approve any requests for dispensation relating to agenda items. None- other than those already declared.

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
RESOLVED: All minutes were approved. Proposed by Cllr Wright and seconded by Cllr Osmond. Cllrs not in post at 2025 meetings abstained.

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.
    RESOLVED: Cllr Wright proposed to accept in principle, this was seconded by Cllr Osmond. All Cllrs voted in favour.
    To consider and approve the Staff Expenses Policy, as circulated to Members prior to the meeting, for immediate adoption by the Council. Cllr Wright proposed to accept and adopt, this was seconded by Cllr Osmond. All Cllrs voted in favour.

    69.2. To approve Councillor's and staff expenses and note staff wages- Cheques from previously agreed expenses and Payroll signed. Expenses **Cllr expenses questioned and deferred. Proposed by Cllr Rainey, Seconded by Cllr Osmond. All Cllrs voted in favour.**
    Cllr Wright asked to defer payment of expenses requested by him be deferred until the new process is agreed.
    69.3. 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. **Deferred- proposed by Cllr Osmond and seconded by Cllr Taylor that the Clerk engage with WALC to request best standard advice for CLLR expenses and what can be claimed.**

    69.4. To receive the Responsible Financial Officer's report regarding the Council's banking arrangements and, if considered appropriate, to:

69.4.1. review and approve the authorised signatories and bank mandates for the Council's accounts held with Lloyds Bank and HSBC Bank. **RESOLVED- RFO to progress and report back**

69.4.2. determine the councillors and officers to be granted internet banking access and approve the appropriate levels of authority for each user. **RESOLVED- RFO to progress and report back**

69.4.3. 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; **- RFO to progress and report back**

69.4.4. authorise the Clerk and Responsible Financial Officer to complete and submit all documentation necessary to implement the Council's decisions. **- RFO to progress and report back**

RESOLVED: All items in agenda item 69.4 were agreed in principle, Proposed by Cllr Rainey, Seconded by Cllr Taylor. All Cllrs voted in favour

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.

RESOLVED: Proposed by Cllr Rainey and seconded by Cllr Kenney to purchase the necessary package once Cllr Wright has been consulted by local computer expert/ trainer K Gibbons to be arranged by Cllr Taylor on the basis that Microsoft will not visit for a sales pitch. All Cllrs voted in favour for Cllr Taylor to invite K Gibbons to the next weekly catch up.

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.

RESOLVED: Proposed by Cllr Wright to approve all items in agenda item 71 immediately. Seconded by Cllr Kenney. All Cllrs voted in favour

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.

RESOLVED: Proposed by Cllr Kenney to approve all items in agenda item 72 immediately. Seconded by Cllr Taylor. All Cllrs voted in favour

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.

RESOLVED: Proposed by Cllr Kenney to approve all items in agenda item 73 immediately. Seconded by Cllr Taylor. All Cllrs voted in favour. Cllr Taylor to approach scouts to check compliance.

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.

RESOLVED: Proposed by Cllr Kenney to purchase all items in agenda item 74 immediately. Seconded by Cllr Taylor. All Cllrs voted in favour. Cllr Wright to investigate having the old motor repaired as a spare.
Action: Cllr Kenney requested that consideration of a leaf vacuum be considered for future agenda item.
Cllr Wright requested that the new supplier of the new unit visit site to ensure that all components fit the new motor

75. **Burial Board**

75.1. To consider and adopt the Terms of Reference for the Wolston, Brandon, and Bretford Joint Burial Committee, as received and circulated to Cllrs. (latest update March 2026)

RESOLVED: Proposed by Cllr Wright to adopt all items in agenda item 75 immediately. Seconded by Cllr Taylor. All Cllrs voted in favour

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 Councillors and be put on the website and in the Parish noticeboard **three** clear days before the meeting is held.
Meeting closed at 7:49pm