

WOLSTON PARISH COUNCIL

SUMMONS & AGENDA

To Members of Wolston Parish Council:

You are hereby summoned to attend an Ordinary Meeting of Wolston Parish Council, to be held on Thursday, 3rd September 2026 at 7:15 PM at Wolston Village Hall, for the purpose of transacting the business set out in the agenda below.

Date: 27th August 2026

Signed: *Clare Malyon* Parish Clerk

AGENDA

84. Apologies for Absence

- To receive apologies for absence and consider approval of the reasons given.

85. Declarations of Interest and Dispensations

- 85.1 To receive declarations of disclosable pecuniary interests and other interests in respect of items on this agenda.
- 85.2 To receive and determine any written requests for dispensations, where the Council is authorised to do so.

86. Public Forum

- To suspend the formal meeting for a public participation session of up to 15 minutes to enable residents to make representations, ask questions or raise matters relating to the parish.
- To note that matters raised which are not included as business on this agenda may be referred to a future meeting or dealt with by the Clerk under existing delegated authority, but should not ordinarily be determined by the Council at this meeting.

87. Reports from Borough and County Councillors

87.1 To receive brief informational reports from the Warwickshire County Councillor

87.2 Rugby Borough Councillor(s).

- To include an update on LGS Reorganisation
- Local Plan
- Sale of council garages sites and need for community asset information
- Flood update action meeting

88. Approval of Minutes

- To consider and approve as a correct record the minutes of the Parish Council meeting held on 2nd July 2026 and any extraordinary meetings held since, and to authorise the Chair to sign the approved minutes.

89. Annual Governance and Accountability Return (AGAR) Update

- 89.1 Finance: To receive and review the external auditor's report or final status update regarding the 2025/26 AGAR submission.
- 89.2 Governance: To consider any recommendations, matters arising or corrective actions identified through the AGAR or external audit process and resolve any action required.

- 89.3 To ensure that any statutory notices or audit documents requiring publication are dealt with in accordance with the applicable requirements.

90. Finance & Administration

- 90.1 To receive and approve the schedule of payments presented by the Responsible Financial Officer and authorise payments in accordance with the Council's Financial Regulations.
- 90.2 To receive and approve the invoice and payment of AJB HR services presented by the Vice Chair; supported by the Council further to minute 83.2 and confirmed in writing to RFO via email.
'Following a debate regarding the way forward in the continuing problems with our staffing arrangements and the discord prevailing it was proposed by Councillor Wright, seconded by Councillor Osmond and unanimously agreed that we should follow the advice and recommendation from WALC to urgently engage professional, external HR specialists to assist in resolving the outstanding staff issues and working arrangements. Such professional guidance will ensure objectivity and an independent view in the event of challenge and will be paid for from the admin budget and/or reserves.'
- 90.3 To receive and approve councillors' and staff expenses and to note payment of staff wages, with personal information summarised or withheld where appropriate.
- 90.4 To agree circulated Councillor Expense following update from WALC
- 90.5 To consider the grant application from Wolston and Brandon Village Hall for £1,000 and resolve whether the grant should be approved.
- 90.6 To consider the grant application from Tiddlywinks for up to £1,000 and resolve whether the grant should be approved.
- 90.7 To review the Council's training budget and the training requirements of councillors and staff; to approve any training considered necessary and authorise the associated expenditure.
- 90.8 To receive the Responsible Financial Officer's report regarding the Council's banking arrangements and, where appropriate, to resolve:
 - a. which Councillors will act as authorised signatories and mandate holders for Lloyds Bank and HSBC Bank;
 - b. which Councillors and officers will be granted internet-banking access for each account held with Lloyds Bank and HSBC Bank;
 - c. the level of access for each authorised user, including, as applicable, view-only access, payment initiation authority, payment authorisation rights and administrative access;
 - d. to authorise the Responsible Financial Officer to arrange removal of former councillors, former officers and any other individuals no longer authorised to act on behalf of the Council from bank mandates, online-banking profiles, user accounts and other banking authorities;
 - e. to confirm that banking arrangements will operate in accordance with the Council's Financial Regulations and approved internal-control procedures, including appropriate separation of duties and dual authorisation of payments.
- 90.9 To review the Council's Financial Regulations relating to banking and electronic payments and consider and approve any amendments required to reflect the Council's agreed online-banking arrangements.
- 90.10 To note the new increase in pay for employees. There is no need to formally agree to the pay increase as it is an existing contractual obligation. The increase in Salary should be back dated to April 2026 and paid in the next Salary payment.

91. Notices of Motion Under Standing Order 9 – Community Events Group

- Wolston Parish Council debate the provision for the support of a Wolston Community Events Group, and consider and approve financing any structural element and public liability insurance to ensure Health and Safety requirements. Due to the urgency and the need to organise, Council agrees to accepting any decision taken on the night to enable work to proceed if agreed to a value of £1800. Funds are included in the current budget and we anticipate substantial savings in this year's grass cutting budget.

92. Matters Arising / Action Updates

- To receive progress updates on actions and resolutions arising from previous meetings which are not otherwise included on this agenda.

93. Working Group Updates

- 93.1 To receive reports and progress updates from the Council's working groups.
 - To note work undertaken and matters in progress.
 - To consider recommendations made by working groups and, where the subject matter and proposed decision are sufficiently identified on this agenda, resolve any action or expenditure requiring approval by the Council.
 - To note that a working group has no decision-making authority unless specific authority has been formally delegated by the Council.

94. Freedom of Information (FOI)

- 94.1 To review the Council's current arrangements for handling Freedom of Information requests, records management and publication scheme.
- 94.2 To consider whether any changes are required to improve compliance, transparency and administrative efficiency, and resolve any necessary action.

95. Planning Applications

- To consider planning consultations received from Rugby Borough Council which have been properly notified for consideration at this meeting.
- To review relevant recent local applications and resolve the Parish Council's consultation response to each application considered.

96. Parish Maintenance and Assets

- 96.1 Streetlights: To receive updates on defective or parish-operated lighting and consider any action or expenditure specifically identified in the supporting papers or report.
- 96.2 Recreation & Open Spaces: To receive updates regarding Dyers Lane playing field, play areas and allotments maintenance, and consider any recommendations or actions properly identified for decision.
 - Agree on outstanding play equipment repairs

97. Correspondence and Clerks Report

- To include and note key correspondence received by the Parish Council.
- To include updates on the following items
 - Speed camera update
 - Telephone update regarding council owned phones
 - Updates from Clerks correspondence to WCC regarding
 - Pedestrian crossing and Horse crossing signs for the fosse on approach to dyers lane junction
 - Cars blocking the new footpath from spitfire homes in Stretton Road

98. Exclusion of the Public and Press

- To consider and, if appropriate, pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the staffing and employment business to be transacted.

99. Private & Confidential – Staffing and HR Matters

- 99.1 Subject to the resolution under the preceding item, to consider current Council staffing structures, employment updates and human-resources matters.
- 99.2 To consider any recommendations presented to the Council and resolve any action that falls within the scope of the business stated on the agenda, with confidential personal information recorded and retained appropriately.

100. Date of Next Meeting

- To confirm the date and time of the next ordinary meeting of Wolston Parish Council, scheduled for Thursday, 1st October 2026 at 7:15 PM.