LONG LAWFORD PARISH COUNCIL

Chair: Cllr Mr S Fletcher, 2 Harold Cox Place, Rugby CV226SF
Acting Clerk and RFO: Cathryn Cook
You are Summoned to attend a Meeting of the Parish Council
which will be held on Tuesday 13th October 2026 at 7pm
at the Pavilion, King George V Park, Long Lawford

ALL PARISHIONERS AND PRESS ARE WELCOME TO ATTEND

Signed by acting Clerk/RFO *Cathryn L Cook*

Agenda

1. Apologies for Absence

To receive and approve reasons for councillors' absence.

2. Declarations of Interest

To receive declarations of pecuniary and non-pecuniary interests relating to items on the agenda and to consider any requests for dispensations.

3. Appointment of a new Chair

To consider and resolve to elect a new Chair of the Parish Council for the remainder of the current civic year.

4. Staffing committee - Co-Option of Members

To consider and resolve the co-option of two additional councillors to the Staffing Committee.

5. Employment of a locum Clerk

To consider and resolve the appointment of a locum Clerk, including the proposed terms and arrangements for the appointment. To resolve to delegate authority for the appointment of a locum Clerk to the Staffing Committee.

6. Minutes of the Previous Meeting

To approve and sign the minutes of the previous council meeting held on Tuesday 8th September 2026 as a true and accurate record.

7. Public Participation

A period of up to 10 minutes for residents to raise matters of concern or ask questions relating to parish council business.

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8. Reports from External Representatives

To receive reports from:

- District Councillors
- County Councillors
- Warwickshire Police (if present)

9. Planning Applications

To consider and comment on the following planning application:

R26/0846
9 Garratt Close, Long Lawford, Rugby, CV23 9DL

Construction of dormer roof to rear elevation to form new loft conversion. Further development from the previously approved application of R26/0249. The loft conversion will provide an additional bedroom and living accommodation for the applicant's parent to allow them to live with the family.

10. Financial Matters

a) **Forensic Financial Investigation**
To consider quotations received for a forensic financial investigation and, if appropriate, resolve to appoint a suitably qualified provider and approve the associated expenditure.

b) **Pavilion – Secure Post Box**
To consider quotations for the installation of a secure post box at the Pavilion and, if appropriate, resolve to approve the expenditure and appoint a contractor.

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c) **Pavilion – Postal Address**

To consider the quotation for registering the Pavilion as a postal address and, if appropriate, resolve to approve the expenditure.

d) **October Payment Schedule**

To consider and resolve to approve the October Payment Schedule.

11. Clerk's Report and Correspondence

To receive the Clerk's report and note incoming correspondence.

12. Staffing and Training Policies

To consider and resolve adoption of the following WALC model Staffing and Training Policies, circulated by email on Tuesday 22nd September.

- Disciplinary and Grievance Procedure
- Recruitment and Employment Policy
- Sickness Absence Policy
- Health and Safety Policy
- Equality, Diversity and Dignity at Work
- Training and Development Policy
- Lone Working Policy
- Whistleblowing Policy
- Data Protection and GDPR Policy
- Appraisal and Performance Management Policy

13. Lawford UTD FC and Caldecott Arms FC contracts

To consider and approve contracts for Lawford UTD FC and Caldecott Arms FC for use of the football pitches.

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14. Council CCTV

To receive an update on measures established for the Council CCTV and consider any actions arising.

15. Council Website

To consider quotations for a new website provider and, if appropriate, resolve to appoint a suitably qualified provider and approve the associated expenditure.

16. Chemical Certificates

To consider arrangements for obtaining, maintaining and displaying the relevant safety information and certificates for chemicals used on Parish Council-owned land and facilities.

17. Waste Collection and Disposal

To consider arrangements for the collection and disposal of Council waste and consider quotations received for a waste disposal service.

18. Council Phone

To consider the provision of a Council telephone and consider quotations received.

19. Pavilion and Asset access and security

To review access and security arrangements for the Pavilion and other Council-owned assets and consider any measures or expenditure required.

20. Storage

To consider storage requirements and options for Council assets and football teams' equipment.

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21. Remembrance Day

To receive an update on the wreath for Remembrance Day.

22. Christmas Event

To consider the proposed Christmas Event, including its viability, resource requirements and any expenditure or arrangements requiring Council approval.

23. Items for the Next Agenda

To consider items for inclusion on the agenda of the next meeting.

24. Date of Next Meeting

To set the date of the next meeting.

25. Close of Meeting