Dunchurch Parish Council
Dunchurch Community Library
School Street
Dunchurch
Rugby
CV22 6PA
Tel: 01788 817550
Email: clerk@dunchurchparishcouncil.gov.uk

I hereby give notice that the Annual Parish Council Meeting of Dunchurch Parish Council will take place on Monday 11th May 2026, at Dunchurch Community Library, School Street, Dunchurch, CV22 6PA at 7pm.

All Members of Dunchurch Parish Council are hereby summoned to attend for the purpose of considering and resolving the following business:

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Parish Clerk **Dated: 5th May 2026**

Photographing, reporting, recording, filming, or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting, or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting. If members of the public do not wish to be filmed or recorded, they must sit in a designated area away from the recording equipment.

Public Participation Session: 7.00-7.15pm Members of the public are invited to give their views on items on this agenda, including planning applications, or raise issues for consideration at the discretion of the Chair. No decisions will be made in this part of the meeting. The Public Participation Session is a general forum for open discussion after which members of the public will have no further opportunity to speak unless invited to do so by the Chair. Strictly limited to 3 minutes per resident, total time allowed to be 15 minutes.

AGENDA

1. **Election of the Chairman and to receive the Chairman's Declaration of Acceptance of Office**
2. **Election of the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**
3. **Apologies**
4. **Declarations of Interests and Dispensations**
5. **Approval of the Minutes of the Dunchurch Parish Council Ordinary Meeting from 13th April 2026 and Minutes of the Annual Parish Council meeting from 3rd March 2025**
6. **To agree the dates and venues for Parish Council meetings for the year 2026/2027**
7. **To appoint portfolio holders for Finance, Social Media, and the Library**
8. **Reports from Rugby Borough Councillor and Warwickshire County Councillor**
9. **Clerks Report of Activities including any appropriate correspondence**

10. **Planning update**

    To consider new planning applications and review planning decisions that have been determined.

    i) Reference: R26/0383
    Proposal at: 1, Russell Avenue, Dunchurch, RUGBY, CV22 6PX
    Proposed conversion of a conservatory to an extension

11. **Speeding, dangerous driving and traffic in the parish**

12. **Finance and administration**
    a) To consider invoices and payments received
    b) Authorise payments
    c) To review the finance report
    d) To approve and review Standing Orders
    e) To review and agree signatories for bank accounts
    f) To review and approve variable Direct Debits
    g) To review the Asset Register
    h) To review and adopt the Asset Register Policy
    i) To review and adopt the Health & Safety Policy
    j) To review and adopt the Financial Risk Assessment

13. **To agree a contractor for the library cleaning contract**

14. **To agree a contractor for the Arkwright Park mowing contract**

15. **Update on the following:**

    a) Library Access Door repair & installation
    b) Library Intruder Alarm installation
    c) Library Keysafe replacement
    d) Library Garden funding
    e) Library Computer purchase
    f) Library Books - the Carnegie Award book purchase
    g) Bus Shelter Maintenance

Date of the next Dunchurch Parish Council Meeting: Monday 8th June 2026