



**Parish Councillors** D Brown

J Stansell

J Bennett

M Chown

D Drought

D Giles

R Newnham

D Packer

G Truscott

C Smith

M Kenny

W Renyard

Clerk

**Chairman and District Councillor**

**District Councillor**

**Vice Chairman**

**A Towill**

**Minutes of the Wembury Parish Council Meeting held online on 18<sup>th</sup> May 2020.**

#### **20-038 OPENING THE MEETING**

**Cllr Brown** opened the meeting at 19:35 and explained that the meeting would be recorded. He sent the best wishes of the Parish Council to all of the Parish and particularly those who were suffering with the effects of Covid.

#### **20-039 APOLOGIES**

Apologies received from Cllr Giles, Cllr Renyard and Cllr Hart.

Due to technical issues the meeting was suspended at 19:43 and reconvened at 20:00.

#### **20-040 DECLARATION OF INTEREST & DISPENSATION REQUESTS**

Cllr Truscott declared an interest in planning application 1027/20/FUL. Field at SX 503498, Down Thomas. Due to technical issues Cllr Truscott had to leave the meeting temporarily at 20:02

There were no other Declarations of Interests or further Dispensation Requests.

#### **20-041 AMENDMENT TO STANDING ORDERS- REMOTE MEETINGS PROTOCOL.**

**Cllr Brown** asked if all the councillors had seen the amendment that was circulated with the agenda and if there were any questions or discussions they wanted to raise around it. There were no questions or discussions.

**Cllr Brown** proposed the following, seconded by **Cllr Smith** and agreed unanimously.

**RESOLVED: To accept the Amendment to Standing Orders- Remote Meetings Protocol, as shown in Annex A.**

#### **20-042 THE BUSINESS OF THE COUNCIL WAS SUSPENDED FOR THE PUBLIC TO MAKE OBSERVATIONS OR TO PUT QUESTIONS**

The Chairman suspended the business of the Council and opened this session to the public at 20:04

**The Chairman** announced that there were no members of the public in attendance to speak. However the Clerk had received communication from a member of the public regarding a planning application. She would read it out to the council.

**i) The Clerk** read the following: From Steve Mitchell regarding planning application 1027/20/FUL . If you would pass this on, as I would have liked to have made representation for the residents in the cottages as well as myself at No.3. We are all still opposed to any development opposite with the same concerns as the last application, flooding being the main concern. We still need mitigation for the safety of pedestrians and those living in the cottages. A narrow walkway with a barrier creating a type of width restriction would suffice.

**Cllr Drought** said that the drainage issues had been investigated previously and had been found to be satisfactory, with no risk of flooding.

**Cllr Newnham** said that he had no objection to the development but would like the parish council to convey the concerns of the neighbours.

**Cllr Drought** said that there may be a delay in any works, as archaeologists were looking to investigate the site prior to any building.

**There were no further comments and the Chairman closed this open session at 20:12 to resume Parish Council business.**

#### **20-043 CONFIRMATION OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27<sup>th</sup> April 2020.**

The minutes were agreed as being a correct record and duly signed by the Chairman.

#### **20-044 MATTERS ARISING FROM THE MINUTES.**

**Cllr Truscott** re-joined the meeting at 20:17.

- i. 11 and 15 Longlands- Cllr Brown** stated that the investigation in to a possible breach in planning was still being investigated.
- ii. Road Flooding –** Meeting to discuss options was cancelled due to Covid 19. It will be rearranged when safe to do so.
- iii. Mewstone Bus Shelter Road Markings-** No further update. Awaiting timescale and cost.
- iv. Cycle Path –** Discussions on a feasibility study have been suspended due to Covid 19
- v. Digital Discovering Wembury Book-** The first stage of this has been completed. A complete edit and update will need to be done.
- vi. The Mussel- Community Asset-** Discussions on this possibility have been suspended due to Covid 19. Discussions will resume when safe and possible to do so.
- vii. Dog Poo Bin on Beach-** Meeting was cancelled due to Covid 19. It will be reorganised when safe to do so.
- viii. Flytipping Signs – Cllr Brown** explained that he had the signs and that if any councillors knew of areas they should be put up, to let him know or get permission from the landowner and put them up themselves.
- ix. Overnight Parking in WRG-** A discussion needs to take place as to what, if any, preventative measures are needed.
- x. JFGS- What Happens in Case of Illness- The Clerk** explained that JFGS had said that he has others who he can call upon should he become ill and is collating a database of tradespeople.
- xi. Planning Training-** This is suspended due to Covid 19, but will resume as soon as it is safe to do so.,

- xii. **Speed Limit in the Bay-** Cllr Stansell has written the letter but it had been side-lined for the moment due to the Covid situation.
- xiii. **Environment Policy** – Cllr Smith has written the drafts and will circulate them for the Council to consider.
- xiv. **Parish Asset Register Environmental Impact-** Cllr Chown said that he will organise an online discussion around what he has done and then it will be brought to the full council.

#### **20-045 Wembury Parish Council COVID 19 Business Continuity Arrangements**

Cllr Brown said that the document had been circulated and asked the councillors if there were any questions or discussions around this proposal. There were none.

Cllr Brown proposed the following, Seconded by Cllr Drought. **Eight in favour and two abstentions.**

**RESOLVED: To adopt the Business Continuity Arrangements as detailed in**

**Annex B**

#### **20-046 TO RECEIVE THE MONTHLY PLANNING REPORTS**

##### **i) Planning Applications**

The Chairman went through the planning applications. Cllr Truscott left the meeting at 20:31 when application 1027/20/FUL was discussed and voted on. He re-joined the meeting at 20:50

**RESOLVED: To accept the Planning Report with resolutions as detailed in ANNEX C of these minutes.**

#### **20-047 TO RECEIVE REPORTS FROM THE COUNTY OR DISTRICT COUNCIL ON MATTERS AFFECTING WEMBURY**

##### **DEVON County Council**

##### **Cllr Hart**

The number of new people reported to have Coronavirus is now reducing. As is the number of on a daily basis. The number Devon Care homes effected is now the lowest in the South West with the South West. Gloucestershire to Cornwall and the Isles of Scilly the lowest region in the country.

The County Council has been given £36.7 million to fight Covid-19 but have already spent well over £42million so far. The 8 District Councils have received just under £8million between them.

Officers have calculated that the Devon Team of The County Council and 8 District Councils will need another £80million before this is finished. This will be discussed at our meeting on Wednesday.

Because the South West, particularly the 4 Counties of Devon, Cornwall, Somerset, and Dorset have not had the infection rates of the rest of the country there is still a fear that another spike of cases could occur after the tourist season starts. Late Summer early Autumn.

It is thought that Self Catering accommodation will open first but Hotels, Pubs, Restaurants, and Clubs will be somewhat later.

The Government has announced £250million for Cycleways. As yet we do not know just how much will come to Devon but will be looking to The County is looking to improve town centres to make cycling safer.

Last week they also announced the allocation of the Pothole and Challenge fund. I always say that Devon has the largest Road network of any local authority in the country. The allocation is for £28.8million. Substantially higher than any other County.

Devon has allocated £1million divided between the 8 District Councils on electorate to be able to give support to people who find they have no money and no access to money before things like Universal credit comes through.

Am sure you will have picked up that the Cycle Race starting from Sherford in September has been cancelled this year but will now take place in 2021.

### **SOUTH HAMS District Council**

**Cllr Brown** said that there will be a Joint Overview and Scrutiny meeting to discuss the basis of the Council's Recovery Plan, which will then be discussed and approved by the Executive. There are currently no Development management plans possible due to the restrictions with Covid 19. Any contentious planning applications will be discussed with officers and members of the team, to try to resolve them.

Emergency food parcels are being distributed and there are lots of applications to the emergency fund from businesses that have been impacted by the situation with Covid.

## **20-048 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES**

### **i) EMERGENCY PLAN**

**Cllr Kenny** updated the council about the work of the emergency plan group. The committee meets once a week to discuss what has been happening and what needs to be looked at, with the agenda changing as the needs change. They are hoping to get a newsletter out soon and they have been busy with the community fund from Yealm Community Energy, which has had quite a few applications. The Co-op card has been received and is there to be used as needed once funds have been put on to it. Cllr Drought, Cllr Stansell and Cllr Kenny are updating the Parish Council Emergency Plan with current information. Cllr Kenny gave huge thanks to all that are volunteering for the Emergency plan as well as the volunteers who are administering the Community Fund.

**Cllr Brown** also gave his thanks to all those working so hard to support those in need within the parish. There are currently 137 volunteers and 98 householders are being supported.

### **ii) LEISURE FACILITIES WORKING GROUPS**

#### **a) Wembury Recreation Ground- Cllr Bennett**

*Fitness stations and seating.*

At the last meeting WRG recommended using Rhino Play as the provider as they were the cheapest by over £3000 and have already proved themselves. They specified the smallest surface area for the fitness stations compared to the other two quotes even though their quotes were for the minimum area for each station which reflected in the price. They also made no charge for site facilities and welfare.

#### *Grants.*

Following approval of the above, an application will be made to Viridor for the full cost of the project. Once all the planting has been done we can ask YCE for the £2500 grant they awarded us. We are still owed £5000 from the Big Green Spaces Fund from Rob Sekula SHDC on completion of the projects.

**Cllr Chown** queried the quotes for the fitness stations as he would like to see the full quotes. Some councillors stated they had seen them and there was a discussion around the process of sending out the information. It was agreed that as there was currently no rush to decide due to Covid restrictions, that the quotes would all be re-sent to all councillors to allow them to see the details.

**Cllr Bennett** explained that when the quotes had been obtained, all the companies had specified their minimum surfacing underneath the equipment and this was why the surfacing prices were so different.

He also said that the playpark construction will restart on the 25<sup>th</sup> May.

**Cllr Brown** commented that the tennis courts, MUGA and skate park were reopened last Wednesday. The gates on the tennis courts were removed in order to reduce the touch risk. In line with South Hams District Council guidelines, the playpark will remain closed for now. He has seen people using the other sporting facilities responsibly which has been reassuring.

**Cllr Bennett** had some concerns about the MUGA usage with large groups of people using it at once. **Cllr Brown** said that not much could be done other than to inform the police if there were any concerns.

**iii) Tree Surgeon Quotes. The Clerk** explained that further to the five quotes being circulated a few months ago, a decision as to which tree surgeon to use was now needed. She went through the quotes that had been received and a short discussion ensued. **Cllr Stansell** asked for clarification that the cheapest quote included chipping or removal of all arisings. **Cllr Smith** reminded the council that Cllr Giles had mentioned that it was necessary to establish the cause of the tree death before chippings or branches were placed elsewhere in case of it being Elm disease. **Cllr Smith** asked that removal be delayed until bird nesting season had ended.

**Cllr Brown** proposed the following, seconded by **Cllr Chown**. Six in favour and two abstentions.

**RESOLVED: To Instruct Rory Palmer to remove two dead elm trees on Parish Council Land.**

**The Clerk** said that she would first check with Rory if the quote included removal of the waste and if it didn't she would return to the council for another vote.

**iv) Correction to February Minutes. The Clerk** wanted to correct the record from the February meeting. She hadn't been at the February meeting and a mistake had been made when the tenders for the ad hoc and planned handyperson tenders had been voted upon. Only the ad hoc tender should have been voted upon in February and this was the one that would stand from that meeting. The planned work tender had been correctly voted upon in April, as the tender deadline for that contract had passed by then.

## **20-049 FINANCIAL REPORTS**

### **i) FINANCIAL STATEMENT FOR May 2020**

**The Chairman** presented the financial report as per **ANNEX D**.

**RESOLVED: The May 2020 Financial Statement is approved, as detailed at ANNEX D.**

### **ii) BANK RECONCILIATION FOR May 2020**

**The Chairman** presented the May Bank Reconciliation as shown in Annex E

**RESOLVED: The May Bank Reconciliation is approved as detailed in ANNEX E.**

**iii) Amendment to Format of Accounts. The Clerk** explained that in order to make the accounts easier to organise when it came to VAT returns, from June onwards the

Financial Statement will show bills and the totals minus the VAT. The VAT will be reclaimed as normal but will not show on the accounts and only in the cashbook which is used for audit purposes. If any of the councillors have any concerns or questions about this change they should contact the Clerk for clarification.

**20-050 EXCHANGE OF INFORMATION**

**The Chairman** thanked all the councillors for their attendance and closed the meeting at 21:10.

Anne Towill  
Clerk

## **ANNEX A to Wembury Parish Council Minutes – 18<sup>th</sup> May 2020**

### **REMOTE MEETINGS PROTOCOL AND PROCEDURES**

#### **AMENDMENTS TO STANDING ORDERS MAY 2020**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

These regulations remain in force until May 7<sup>th</sup>, 2021 or earlier if repealed, and require a number of temporary changes to Standing Orders.

#### **General**

This Protocol and Procedures should be read in conjunction with the Council's standing orders.

The Regulations made under s78 of Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Procedures take precedence in relation to any remote meeting.

#### **1) Annual Meeting**

- a) The requirement to hold an Annual Meeting of the Council is to be disregarded and prior to May 7<sup>th</sup>, 2021 may only take place
  - i) where called by the Chair or
  - ii) following a resolution calling for an annual meeting being passed at an ordinary or extra ordinary meeting of the Council.

#### **2) Access to Information**

- a) Where a document is required to be 'open to inspection' this shall include published on the website of the council.
- b) Where a document is required to be published and made available at the council's offices, this shall include published on the website of the council.
- c) Where there is a requirement to publish information including public notices, agendas, minutes, background papers and written reports, this shall include published on the website of the council.

#### **3) Remote Access to Meetings**

- a) The definition of meeting within the Council's standing orders is amended so that
  - i) 'place' includes where a meeting is held, or to be held in more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers
  - ii) 'open to the public' includes access to the meeting by remote means including video conferencing, live webcasting and interactive streaming

- iii) where a meeting is accessible to the public through remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
- b) If the Council becomes aware that its technology has failed, and the meeting is no longer accessible to the public, the meeting shall be adjourned.
- c) If public access cannot be restored within a reasonable period, the remaining business shall be deferred to a future meeting.

#### **4) Councillors in Remote Attendance**

- a) A councillor in remote attendance is present and counted for the purposes of the quorum when they can:
  - i) hear and where practicable see other members of the council
  - ii) hear and where practicable see members of the public wishing to participate during the public session of the meeting or as invited by the Chairman
- b) A councillor in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 4 a) are not met.
- c) Subject to 4 b) the Chairman may if appropriate
  - i) adjourn the meeting to permit conditions for remote attendance to be re-established
  - ii) count the number of councillors in attendance for the purpose of the quorum.

#### **5) Remote attendance by members of the public**

- a) A member of the public is in remote attendance when they can :
  - i) hear and where practicable see and so be heard and where practicable seen by members of the council at the meeting
  - ii) hear and where practicable see and so be heard and where practicable seen by other members of the public attending the meeting including those wishing to speak during the public session or as invited by the Chairman
- b) A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance at 5 a) are not met.
- c) Subject to 5 b) the Chairman may if appropriate
  - i) adjourn the meeting to permit conditions for remote attendance to be re-established
  - ii) vary the order of the agenda or complete the remaining business of the meeting in the absence of the member of the public in remote attendance.

#### **6) Remote Voting**

Unless a recorded vote is demanded, the Chair will take the vote by :

- a) confirmation of the meeting that there is agreement or
- b) a roll call and the number of votes for or against the motion or amendment or abstaining will be recorded.

#### **7) Code of Conduct – councillors excluded from the meeting**

Where a councillor is required to leave the room as a requirement of the Council's code of conduct, the means of remote attendance and access will be severed whilst any discussion or vote take place.

#### **8) Exclusion of the press and public**

Where the council has resolved to exclude the press and public from any part of the meeting, due to the confidentiality of the business to be discussed then :

- a) The means of remote attendance and access to the meeting by members of the press and public will be severed
- b) Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

May 2020

## **ANNEX B to Wembury Parish Council Minutes – 18<sup>th</sup> May 2020**

### **Covid-19 (Coronavirus) Business Continuity Arrangements**

#### **1. Introduction**

Councillors will be aware of the Covid-19 (Coronavirus) pandemic and the Government guidance is that the worst case scientific modelling estimates that up to 80% of the UK population could become infected during the course of the outbreak.

It is expected to last for months in the UK, and this is the reason for the strong distancing and isolation guidance already issued. Wembury Parish Council (WPC) has a duty of care to prevent the spread of infectious disease not just to WPC Council members and staff but also to members of the public.

However, WPC needs to ensure that it maintains effective and lawful decision-making processes and continues the operation of essential services and contractual obligations.

This report sets out how WPC can respond to ensure that these objectives are met.

#### **2. Matters Relating to Staff / Councillors**

If the clerk / councillor is fit for work but decides, or is instructed, to self-isolate then home working will continue as long as she is able to, alongside caring/parenting duties of any ill or dependent members of her family.

In the event of the Clerk being unable to work, contact with the public will be maintained by the Chairman of WPC (or in his absence the Vice Chairman) as currently happens when the Clerk is on Annual Leave.

The Clerk / Councillors who are sick or unfit for work need to focus on their recovery.

#### **3. Day to day business of WPC**

It is intended that the Parish Clerk ("the Clerk") will continue to respond to enquiries from the public. While WPC has no formal role or expertise in public health matters, it is well placed to distribute information to local residents and to keep people informed. This will be done via the WPC website and local Facebook pages.

All enquiries will be dealt with via telephone and email.

The Clerk will continue to update the WPC website and request that any correspondence is placed on the Wembury Parish Council Facebook page and the Parish Council website. If the Clerk is unable to fulfil these duties, then the Chair will access the emails and update the websites as per Clerk instructions.

#### **4. Public Meetings**

It is a requirement of the Local Government Act 1972, that WPC business shall be conducted at public meetings of the council and any committees.

Due to the nature of local government and considering the Councillors and Members of Public who attend meetings, there is a significant proportion of attendees

considered “high risk” to Covid-19. Therefore, in order to protect attendees, public meetings are suspended until the Government specifically lifts current restrictions imposed to deal with Covid-19.

2021) New temporary regulations allow for remote meetings to take place (valid until May 2021)

There is no requirement to hold the Annual Meeting of BPC this year (2020). The current chair of BPC will continue in his post until May next year (2021)

No regulations have been made for the Annual Parish Meeting, but under current circumstances, it would be impossible to call an Annual Parish meeting and comply with public health. In this instance WPC will not hold the Annual Parish Meeting in April 2020.

## **5. Delegation to the Clerk**

The Clerk is formally designated Proper Officer/Responsible Finance Officer (RFO) and in law is the only individual who can act on behalf of WPC and lead the administration of all WPC’s activities. Some obligations are statutory whilst others are determined by WPC as part of the Clerk’s job description. These delegated powers are the everyday duties of the Proper Officer and Responsible Finance Officer, including management of all staff, services and finances.

### **i) General Delegation**

To allow WPC to operate on a minimum requirement basis, the following is delegated to the Clerk until the Government lifts the restrictions imposed to deal with Covid-19:

The Clerk shall have delegated authority to make decisions on behalf of WPC where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

This will be carried out in consultation with the Chair and Vice Chair of WPC and whenever possible with all WPC council members, by electronic means or telephone. The delegation does not extend to matters expressly reserved to WPC in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation will be recorded in writing and will be published in accordance with the relevant regulations.

### **ii) Planning Applications**

The Clerk will continue to follow the procedure that has been followed by WPC so far, apart from the following points:

- At this stage all planning application site meeting are cancelled.
- If there is no virtual council meeting planned before the application deadline, having obtained comments from all councillors within an agreed timescale and having secured agreement for a response from a quorate majority of councillors, the clerk in collaboration with the Chairman, would submit the response to the relevant body (SHDC or DCC)
- The decision will then be reported at the next meeting of WPC.

## **6. Finance**

All purchases and payments will be recorded on the monthly finance report and circulated to councillors as normal should a virtual meeting be planned for that month or if not, on or before the date WPC would meet.

- If the WPC are meeting remotely this would then be agreed as per the standing orders / financial regulations.
- If WPC do not meet remotely, then this would be agreed by councillors via email and recorded on the monthly report ready to be ratified at the next meeting of WPC.

To minimise social interaction between WPC bank account signatories, cheque book or bank transfer form will be sent via Royal Mail or delivered to the appropriate councillor to sign. This will then be returned to the Clerk and cheques photocopied and dispatched to the relevant beneficiaries or online payments made.

The clerk will still produce the monthly reconciliation, and this will be emailed to all WPC councillors as per the Monthly Finance Report. This will be agreed as per the monthly finance report.

## **7. 2019/2020 end of year accounts**

The publication date for final, audited, accounts for local councils will move from 30 September 2020 to 30 November 2020

The requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, BPC must commence the public inspection period on or before the first working day of September 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest or may be approved earlier where possible.

This section will continue to be updated once information has been received regarding the internal audit.

## **8. Community Emergency Plan**

Responding to the Government and Public Health England's information and guidance on the coronavirus Wembury Parish Council's Community Emergency Plan has been launched and led by Cllr Mark Kenny. In the event that Cllr Kenny is unable to co-ordinate the plan, then the Chair of WPC and Clerk would deputise and co-ordinate along with Cllr Smith, Cllr Chown and Cllr Packer.

## **Conclusion / Recommendation**

That WPC considers this report and approves it in full, noting that these continuity arrangements and delegations remain in force until such time that Wembury Parish Council is able to meet in public.

This document will be updated as and when specific advice is received from the relevant bodies.

## **ANNEX C to Wembury Parish Council Minutes – 18<sup>th</sup> May 2020**

### **i) PLANNING APPLICATION DECISIONS BY WEMBURY PC**

#### **0862/20/HHO- No Objection**

Householder application to replace glass roof from lean-to-extensions with concrete roof tiles with 3 velux windows installed.

**24 Mewstone Avenue, Wembury. PL9 0JZ**

#### **0948/20/HHO- No Objection**

Householder application for single storey extension to front elevation and new front porch.

**10 Ryeland Close, Wembury. PL9 0HZ**

#### **0965/20/HHO – No Objection**

Householder application for single storey rear extension to provide a garden room.

**9 Brownhill Lane, Wembury. PL9 0JQ**

#### **0985/20/FUL- No Objection**

Change of use/conversion of barn to form new dwelling and construction of new-build detached garage (resubmission of 2996/19/FUL)

**Barn Adjacent to Spriddlestone House, Wembury Road. Wembury. PL9 0DQ**

#### **0986/20/LBC – No Objection**

Listed building consent for change of use/conversion of barn to form new dwelling and construction of new-build detached garage. (Resubmission of 2997/19/LBC)

**Barn Adjacent to Spriddlestone House, Wembury Road. Wembury. PL9 0DQ**

#### **1027/20/FUL- No Objection**

6no. new homes and associated access (resubmission of 0355/19/FUL)

**Field at SX 503 498, West of Renney Road, Down Thomas.**

#### **1165/20/VAR- Objection**

Variation of condition 2 (approved plans) of planning consent 2948/19/FUL

**Land Adjacent Sea View, West Hill, Heybrook Bay. PL9 0BB**

#### **1000/20/HHO – No Objection**

Householder application for two storey extension to rear

**28 Knighton Road, Wembury. PL9 0EB**

# ANNEX D to Wembury Parish Council Minutes – 18<sup>th</sup> May 2020

## Table of Accounts

If you require this data in a more accessible format, please contact Anne Towill

|                                                  |       |             |             |                     |
|--------------------------------------------------|-------|-------------|-------------|---------------------|
| <b>Guidebook Account</b>                         |       |             |             |                     |
| Opening balance at 21st April 2020               |       | £ 14,244.82 |             |                     |
| Sales for Period                                 |       |             |             |                     |
| Copies remaining unsold - updated book           | 1,528 |             |             |                     |
| May Interest                                     |       |             | £ 0.62      |                     |
| Balance at 11th May 2020                         |       |             |             | £ 14,245.44         |
| <b>Instant Savings General Account</b>           |       |             |             |                     |
| General Opening Balance at 21st April 2020       |       | £ 57,087.89 |             |                     |
| May Interest                                     |       |             | £ 4.27      |                     |
| May VAT to be reclaimed                          |       |             | £ 243.94    |                     |
| Transfer to Current Account                      |       |             | -£ 1,178.52 |                     |
| General Balance                                  |       |             |             | £ 56,157.58         |
| WPC S106 Money at 21st April 2020                |       | £ 60,453.21 |             |                     |
| May Sec106 VAT to be reclaimed                   |       |             |             |                     |
| S106 Balance                                     |       |             |             | £ 60,453.21         |
| Balance at 11th May 2020                         |       |             |             | £ 116,610.79        |
| <b>Current Account</b>                           |       |             |             |                     |
| Opening Balance 21st April 2020                  |       | £ 1,447.18  |             |                     |
| Cheques                                          |       |             |             |                     |
| Electronic payments/transfers                    |       |             |             |                     |
| April Clerk's Salary and Office Allowance        |       |             | -£ 1,064.37 |                     |
| Regentsgate- Email transfer costs                |       |             | -£ 270.00   |                     |
| Regentsgate- Digitising Discovering Wembury Book |       |             | -£ 960.00   |                     |
| HelloComtec- Resolve IT issues                   |       |             | -£ 164.03   |                     |
| HelloComtec- Email and Office 365 Service        |       |             | -£ 43.56    |                     |
| Npower                                           |       |             | -£ 91.09    |                     |
| Transfer from General Account                    |       |             | £ 1,178.52  |                     |
| Balance at 11th May 2020                         |       |             |             | £ 32.65             |
| <b>Total All Accounts at 11th May 2020</b>       |       |             |             | <b>£ 130,888.88</b> |

## ANNEX E to Wembury Parish Council Minutes – 18<sup>th</sup> May 2020

### WEMBURY PARISH COUNCIL BANK RECONCILIATION

If you require this data in a more accessible format, please contact Anne Towill

| DETAILS                      |          |            |             |             |             |             |             |         |
|------------------------------|----------|------------|-------------|-------------|-------------|-------------|-------------|---------|
|                              |          |            |             |             |             |             |             |         |
|                              |          | WPC        | WPC         | WPC         | TOTAL       | VAT         |             |         |
| Financial Statement          |          | Book Acc   | General Acc | Current Acc |             | Outstanding |             |         |
| Closing Cashbook Balance     |          | £14,245.44 | £116,610.79 | £ 32.65     | £130,888.88 |             |             |         |
| Lloyds Bank Statements       |          | £14,245.44 | £115,700.70 | £ 531.24    |             | £ 910.09    |             | Check   |
| Difference                   |          | £ -        | £ 910.09    | -£ 498.59   |             |             | Current Acc | £ -     |
|                              |          |            |             |             |             |             | General Acc | -£ 0.00 |
| Uncleared Book Income        |          |            |             |             |             |             | Book Acc    | £ -     |
| Uncleared Expenditure        |          |            |             |             |             |             |             |         |
| Wembury Ramblers s.137 Grant | £ 140.00 |            |             |             |             |             |             |         |
| Wembury Scouts s.137 Grant   | £ 144.00 |            |             |             |             |             |             |         |
| IDALC                        | £ 7.00   |            |             |             |             |             |             |         |
| Hello Comtec                 | £ 164.03 |            |             |             |             |             |             |         |
| Hello Comtec                 | £ 43.56  |            |             |             |             |             |             |         |
| Total Uncleared Expenditure  | £ 498.59 |            |             |             |             |             |             |         |
| Reconciliation to Cashbook   |          | £14,245.44 | £116,610.79 | £ 531.24    | £130,888.88 |             |             |         |