



SUMMONS TO A MEETING

The meeting of Wembury Parish Council will be held at Wembury Village Hall on the 18th of May 2025 commencing at 7.30 pm, when your attendance is requested.

May 2026 AGENDA

- 1. Opening of the Meeting.**
- 2. Apologies.**
- 3. Absent.**
- 4. Co-option of Councillor for the Down Thomas Ward.**
To vote on the co-option to the Down Thomas Ward.
- 5. Election of Chair and Declaration of Office signing.**
- 6. Election of Vice Chair and Declaration of Office signing.**
- 7. Declarations of Interests & Dispensation Requests.**
- 8. To suspend the business of the Council to allow speaker presentations including those by members of the public.**
 - i. Devon County Council Report*
 - ii. South Hams District Council Report*
 - iii. National Trust*
- 9. To confirm the minutes of the Parish Council meeting held on 20th of April 2026**
- 10. To appoint members to serve on the following committees and positions.**
 - i. Neighbourhood Plan Committee.*
 - ii. Beaches Liaison Working Group.*
 - iii. Emergency Plan Committee.*
 - iv. Recreation Ground Committee.*
 - v. Pavilion Creation Working Group.*
 - vi. Environmental Group*
 - vii. Finance Committee.*
 - viii. Highways Committee.*
 - ix. HR Committee.*
 - x. Snow Warden.*
- 11. To appoint representatives to outside bodies**
 - i. Wembury Primary School Liaison*
 - ii. River Yealm Harbour Authority*
 - iii. River Yealm Estuary Management Group*
 - iv. Wembury War Memorial Hall Committee*
 - v. Down Thomas Silver Jubilee Hall Committee*
 - vi. Wembury Alms Houses*
 - vii. Four Rivers Dementia Alliance*
 - viii. Dementia Friendly Parishes Around the Yealm*

12. To appoint responsibility for noticeboards

- i. **Down Thomas** -Bus Shelter
- ii. **Heybrook Bay**
 - a. Westlake Drive (on wall adjacent to bus shelter)
 - b. End of Renney Road
- iii. **Wembury Point** - Spring Road (adjacent to post box)
- iv. **Hollacombe** - Wembury Road (bus shelter)
- v. **Wembury-**
 - a. Church Road (adjacent to hairdresser)
 - b. Hawthorn Drive (doctor's car park)
 - c. Recreation Ground

13. Annual Review & Approval of Policies and Procedures.

- i. Standing Orders
- ii. Financial Regulations
- iii. Health & Safety Policy
- iv. Internal Controls
- v. Asset Register
- vi. Complaints Procedure
- vii. Disciplinary Procedure
- viii. Financial Risk Assessment
- ix. Anti-Fraud and Corruption Policy
- x. Financial Signatories
- xi. GDPR Documents
 - a. Information & Data Protection Policy
 - b. Consent Form
 - c. Contact Privacy Notice
 - d. Document Retention & Disposal Policy
 - e. Appendix A
 - f. GDPR Documentation- Controller
 - g. GDPR Documentation- Processor
- xii. Vexatious Complaints Policy
- xiii. Sustainable Purchasing and Procurement Policy
- xiv. Environmental Policy
- xv. Memorial Bench and Trees Policy
- xvi. Scheme of Delegation
- xvii. Safeguarding Policy
- xviii. Communication Protocol
- xix. Investment Policy
- xx. Code of Conduct
- xxi. Illegal and Unauthorised Encampments Policy
- xxii. Grants Policy and Application Form
- xxiii. Crisis Communication Policy
- xxiv. Employer Discretions Policy
- xxv. Co-option Policy
- xxvi. Grant Request Application Form
- xxvii. Council Risk Assessment

14. Review of Terms of Reference for Committees, Working Groups and Advisory Groups.

- i. Neighbourhood Plan Committee.
- ii. Wembury Beach Liaison Working Group.
- iii. Wembury Emergency Plan Committee.
- iv. Wembury Recreation Ground Committee.

- v. Pavilion Creation Working Group.
- vi. Wembury Environmental Group
- vii. Finance Committee.
- viii. Highways Committee
- ix. HR Committee

15. Committees and Working Groups

- i. *Wembury Recreation Ground*
Update
- i. *Neighbourhood Plan*
Update.
- ii. *Pavilion Creation Working Group*
Update
- iii. *Highways*
Update
- iv. *Environment*
Update

16. Other Matters.

- i. *South West Water*
Report re meeting with South West Water.
- ii. *Coombe Dean Charity Walk*
To consider and decide whether to allow Coombe Dean to have their rest break for their charity walk in the recreation ground between 11:30 and 13:00 on Friday 3rd July.

17. To receive Financial Reports.

- i. *Responsible Financial Officer's Report*
To receive the RFO's report.
- ii. *Financial Statement*
To receive and agree to the Financial Statement of payments and receipts, Reserve Balances and Bank Reconciliation and to sign the Bank Reconciliation.
- iii. *May Payments.*
To agree and sign the Accounts for payment May 2026.
- iv. *Internal Audit*
To receive the report of the Internal Audit 2025/26 and the AGAR Annual Internal Audit Report 2025/26.
- v. *Explanation of Variances*
To note the explanation of variances, as required by the External Auditor.
- vi. *Dates for Exercise of Public Rights*
To note the dates of the Exercise of Public Rights. 22nd June to 1st August 2026 inclusive.
- vii. *AGAR*
To certify the Annual Governance Statement (Section 1), Annual Accounting Statements (Section 2) for the year ended 31 March 2025
- viii. *Insurance*
Review Insurance Quotes and choose an appropriate one for the coming year.

18. Exchange of Information- No decisions may be made on items raised here.

19. Close of Meeting

Anne Towill

Anne Towill
Clerk to the Council