

MALBOROUGH PARISH COUNCIL
NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

VENUE: Malborough Village Hall Annexe

DATE: Tuesday 19th May 2026

TIME: 7pm

Councillors, I hereby give you notice that the **Annual Meeting of the Parish Council** will be held at the venue, date and time above. All Members of the Council are summoned to attend for the purposes of determining and resolving upon the business to be transacted as set out below.

Dated this 13th May 2026

To: All Members of the Council cc: District Cllrs Samantha Dennis & Mark Long, County Cllr Louise Wainwright

BUSINESS TO BE TRANSACTED

- 1. ELECTION OF CHAIRMAN & CHAIRMAN ACCEPTANCE OF OFFICE** followed by **ELECTION OF VICE CHAIRMAN**
- 2. Welcome & Apologies**
- 3. PARISHIONERS OPEN FORUM** (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 2 minutes as per Standing Orders)
During the Public Open Forum: Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date.
After the Public Open Forum: Members of the public are asked to respect the fact that it is a meeting to conduct council business and participation during the remainder of the meeting is not permitted without the express consent of the Chairman.
 - **TO RECEIVE REPORTS FROM: DEVON COUNTY COUNCIL & SOUTH HAMS DISTRICT COUNCIL**
- 4. APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES** - Representatives on External Bodies - Agreement of Clerk's mandate of Responsible Financial Officer
- 5. CONSENT TO RECEIVING AGENDAS & DOCUMENTATION BY EMAIL.**
- 6. REVIEW & ACCEPTANCE OF KEY POLICIES AND PROCEDURES – see below**
- 7. TO APPROVE THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING.**
- 8. TO RECEIVE DECLARATIONS OF INTEREST and ALTERATIONS TO THE REGISTER.**
- 9. TO RECEIVE THE CLERKS REPORT**
- 10. PLANNING & ENFORCEMENT:**
 - a) 1016/26/ARC, Home Thatch Silverhill Malborough TQ7 3RS, Application for approval of details reserved by condition 3 (WSI) of planning consent 0378/25/LBC – 21/05
- 11. BUSINESS TO BE NOTED/DISCUSSED:**
 - a) Highways Report
 - b) Land Transfer Update
 - c) Malborough Messenger Advertisement Fees
 - d) Malborough Park Playground 1971 Transfer Clause
 - e) Road Warden Scheme – update from Cllr Stiles
 - f) Village Hall Meeting Update
- 12. FINANCE & GOVERNANCE Receipts & Payments – Month 2**
 - a) **Accounts to pay:** ICO £52.00, Cllr Sharon Annis Mileage Expense £46.80, Booker £124.99, British Gas £17.69, eBay £38.88, ICCM £110.00, PATAS £195.00, Source for Business £22.55, Source for Business £141.73, SSE £194.31, SWAST £4,800.00
To ratify: £199.00 Job Sub Ltd
Standing orders: Clerk Salary, Pension & HMRC, Lloyds Bank Fee £4.25, Dave Bawden MVH £235.00, SHEPS £220.00, Do It All Svs Malb Park £200.00, Wrangles Public Toilets £459.33 & Lengthsman work £200.00, Hugo Fox £11.99 & £20.99
 - b) **Governance**
 1. To receive the Internal Audit
 2. To review and approve Section 1 and Section 2 of the AGAR
 3. To agree the dates for Public Notices
 4. To agree the mileage rate for Councillor travel allowances
 5. To approve the insurance renewal quotation
 6. To approve delegated authority to the Parish Clerk & Responsible Financial Officer.
 7. To approve hours of work for the Parish Clerk & Responsible Financial Officer.

Proposed dates of next meetings: 17th June, 15th July, 16th September, 21st October, 18th November **Village Hall Annex 7pm**

Signed: *Rebecca Webster* Clerk to Malborough Parish Council

Clerk: (Miss) Rebecca Webster, tel: 07858 944498, clerk@malboroughparishcouncil.gov.uk

Key policies/procedures for review:

POLICY/PROCEDURE NAME:	Details of changes to be made (other than dates)
1. NALC Model Standing Orders	NALC updated version to be reviewed
2. Statement of Internal Controls	<i>No change - Dates only</i>
3. Code of Conduct	<i>No change - Dates only</i>
4. NALC Model Financial Regulations	NALC updated version to be reviewed
5. Protocol on the filming & recording of local council & committee meetings	<i>No change - Dates only</i>
5a. Public Session Procedure Guide to Meetings	<i>No change</i>
6. Council Complaints Policy	Updated with below appendix
6a. All complaints handling NALC LTN 9E	Updated Advice Note from NALC
7. Risk Management Scheme	<i>No change - Dates only</i>
8. Publication Scheme under the FOI Act 2019 _1-4	<i>No change</i>
9. Transparency Code	<i>No change - Dates only</i>
9a. Transparency Code for Smaller Authorities	<i>No change</i>
10. Equal Opportunities Policy	<i>No change - Dates only</i>
11. Application for Grant Aid or Donation	<i>No change</i>
12. Safeguarding Policy	<i>No change - Dates only</i>
13. Co-option Policy	<i>No change - Dates only</i>
15. Health and Safety	Updated Advice Note from NALC
16. Website Accessibility Statement	Updated
17. Data Breach Procedure March 2026	<i>No change</i>
18. Data Protection Policy	<i>No change</i>
19. Investment Strategy	<i>No change</i>
20. IT Policy	<i>No change</i>
21. Retention Policy	<i>No change</i>
22. Subject Access Request Procedure	<i>No change</i>
22a. Subject Access Request Form	<i>No change</i>
23. Data Audit	<i>No change</i>