

## **Poundstock Parish Council**

Chair: Cllr. Stephen Blake  
Clerk: Mrs. Lynn Pluess  
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14-May 2026

To all members of the **Parish Council**:

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Poundstock Parish Council on **Wednesday 20-May 2026** at 7:00 pm at the **Gildhouse, Vicarage Lane** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out on the agenda below.

Yours sincerely,

*L Pluess*

Clerk Mrs. Lynn Pluess

Press and Public are invited to attend.

Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

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### **AGENDA**

- 1. Election of Chair of the Council 2026/27**  
To **ELECT** as above and receive the Declaration of Acceptance of Office.
- 2. Election of Vice Chair of the Council 2026/27**  
To **ELECT** as above and receive the Declaration of Acceptance of Office.
- 3. Apologies for absence.**  
To receive and approve any apologies.
- 4. Declarations of Interest.**  
To receive any Declarations of Interest.
- 5. Requests for Dispensations.**  
To receive any requests for Dispensations and resolve to grant dispensations where appropriate.
- 6. To Appoint Members to the role of Lead Councillors to the following Portfolios:**  
Cemetery & Closed Churchyard  
Community Hall  
Finance & Internal Control  
Highways, Transport & Public Rights of Way  
Planning & Enforcement  
Planning Policy

Police Advocate  
Emergency Procedures  
Public Toilets, Car Park and Beach

**7. To confirm Appointment of Members to the Neighbourhood Development Plan Steering Group.**

**8. To confirm the appointment of Members as delegates to outside bodies.**

Community Area Partnership  
Gildhouse Management Committee  
Making Space for Sand  
The Poundstock Packet

**9. Policy Review: To review and consider re-adoption of the Council's existing policies as listed below, in a single resolution unless otherwise requested by members.**

Standing Orders  
Financial Regulations  
Code of Conduct  
General Risk Assessment  
Publication Scheme  
Code of Practice for Handling Complaints  
Internal Control Procedure  
Internal Control Guidance  
Information & Data Protection Policy  
Social Media Policy  
Grant Policy

**10. Public Open Session:** Members of the public are invited to address the Council on an agenda item. Residents are encouraged to participate beforehand by emailing the Clerk's Office.

**11. To resolve that the Minutes of the previous meeting are an accurate record:**

- (a) To approve Minutes of the Ordinary Council Meeting held on 15-April 2026.
- (b) To note any matters arising.
- (c) To approve the minutes of the Annual Parish Meeting 2026.

**12. Correspondence** - To discuss and resolve a course of action with any associated expenditure.

**13. Planning Matters:**

- (a) Planning Applications to discuss and make a consultee comment: None received.
- (b) Any applications received from Cornwall Council by the time of the meeting. Information only.
- (c) Planning decisions – View at <https://www.poundstock-pc.gov.uk/planning-applications>

**14. Finance to discuss and resolve a course of action with associated expenditure:**

- (a) To receive and note the year end financial review and internal controls for 2025/26.
- (b) To resolve to accept renewal quote from Zurich Municipal Insurance.
- (c) To receive and note the financial report, including income, banking, investments and financial controls.
- (d) To resolve to approve payment of outstanding accounts.
- (e) To resolve that there is no conflict of interest for any Councillors regarding external auditor BDO and Internal Auditor All Points Accountancy Ltd.

- 15. Agenda Items to discuss and resolve a course of action and associated expenditure:**
  - (a) To receive an update and consider next steps for a new hall for Poundstock.
  - (b) To receive an update and consider next steps for the public toilets, including a quotation for the provision and regular collections of a nappy disposal bin for the baby changing room, and to consider the purchase of Urizap treatment products for odour control in the gentlemen's toilets.
  - (c) To consider the premises licence application for Widemouth Bay Cafe submitted to Cornwall Council, note the public concerns raised during the public participation session at the previous meeting, and ratify the submission of the Council's response form to Cornwall Council Licensing.
  
- 16. Cemetery Matters to receive reports and authorise any action or expenditure:**
  - (a) To consider an application for the proposed purchase of a grave space and resolve any action required.
  - (b) To consider adoption of Cemetery Delegation Policy and Scheme of Delegation to the Clerk pursuant to Section 101 Local Government Act 1972 and to resolve any action required.
  
- 17. To receive reports and authorise any action or expenditure:**
  - (a) Poundstock Ward Member.
  - (b) Chairman's Report.
  - (c) Clerk's Report.
  
- 18. NDP Steering Group** - To receive reports and authorise any action or expenditure.
  
- 19. Representatives on Outside Bodies** – To receive reports and authorise any action or expenditure.
  
- 20. Portfolio Reports** – To receive reports and authorise any action or expenditure.
  
- 21. Co-option of Parish Councillor.**
  
- 22. Items for Information.**
  
- 23. Notification of next meeting and suggested items for the agenda.**
  
- 24. PUBLIC BODIES (ADMISSION TO MEETINGS) Act 1960**

During the meeting it may arise that publicity would be prejudicial to the public interest by reason of the confidential or special nature of the business to be transacted and the press and public will be instructed to withdraw. When this arises, the Chair will recommend to consider passing the following resolution; "to resolve that in view of the confidential or special nature of the business to be discussed, the public are excluded and instructed to withdraw."
  
- 25. Close the Meeting.**