

DOWNTON PARISH COUNCIL

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6th May 2014

Dear Councillor

You are summoned to the Annual Meeting of Downton Parish Council on Monday 12th May 2014 at 7.30 pm at the Band Hall, Gravel Close, Downton. The meeting will be preceded by a meeting of the Planning Committee.

Yours sincerely



Bev Cornish
Clerk to the Council

Agenda

1. To elect the Chairman for 2014/15.
2. To elect the Vice-Chairman for 2014/15.
3. To receive apologies from Councillors.
4. To consider and approve the Minutes of the meetings held on 14th and 28th April 2014.
5. Public Question/Statement Time – This will be followed by 15 minutes to receive any other questions or statements from members of the public.
6. Declarations of Interest
7. Matters arising from the Minutes.
8. Wiltshire Council matters – Unitary Councillor's Report.
9. To consider and review the Terms of Reference for all Committees. ([attachment 1](#)).

10. To consider and approve nominations for membership of the Parish Council's existing Committees and to confirm the number of members able to serve on each Committee:
 - Amenities Committee
 - Finance & General Purposes Committee
 - Planning Committee
 - New Housing Development Committee
 - Moot Lane Pavilion Committee
 - Complaints Committee
 - Watermeadows & Flood Defence Committee
 - Rights of Way Committee

11. To consider and approve nominations for Parish Council Representatives:
 - Brian Whitehead Sports Centre Association – 2 members.
 - Carver Trust – 1 member.
 - Cuckoo Fair - 1 member.
 - Downton Link - 1 member.
 - Downton Moot Preservation Trust – 2 members.
 - Memorial Hall Committee – 1 member.
 - Millennium Green Trust – 2 members.
 - Stockman & Woodlands Trust – 2 members.
 - Allotments Association – 1 member.
 - Southern Wiltshire Area Board – 2 members.
 - Southern Wiltshire Area Board Community Area Transport Group – 1 member.
 - Southern Wiltshire Area Board Footpath Group – 1 member.
 - Community Safety & Neighbourhood Police Tasking Group – 1 member.
 - Chalk Pit Management Committee – 2 members.
 - Neighbourhood Plan Steering Group – 3 members.

12. To consider and approve the Parish Council's Annual Subscriptions:
 - Society of Local Council Clerks - £165
 - CPRE - £29
 - Local Council Review - £15.50
 - Information Commission - £35

13. To consider and re-adopt the Parish Council's Standing Orders and Financial Regulations for 2014/15 ([attachment 2](#)).

14. To consider and re-adopt the Parish Council's Complaints Policy and Vexatious Complaints Policy for 2013/14 ([attachments 3&4](#)).

15. To consider and re-adopt the Parish Council's Dignity at Work Policy for 2014/15 ([attachment 5](#)).

16. To consider and re-adopt the Parish Council's Co-option Policy for 2014/15 ([attachment 6](#)).

17. To consider and re-adopt the Parish Council's Statement of Controls for Identified Risks for the Parish Council's financial systems for 2014/15 ([attachment 7](#)).
18. To consider and review the Parish Council's Asset Register and Inventory of Land ([attachment 8](#)).
19. To confirm approval of the arrangements for insurance cover in respect of all insured risks ([attachment 9](#)).
20. To approve the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 ([attachment 10](#)).
21. To approve the dates, times and place for ordinary meetings of the full Council for the year ahead. ([attachment 11](#)).
22. To consider and approve the Annual Accounts, Governance Statement and Statement of Variances for 2013/14 for submission to the Parish Council's External Auditors following the Internal Audit. ([attachments 12,13 & 14](#)).
23. To consider a proposal from Cllr Mace to set up a regular surgery at which residents could raise issues with the Parish Council.
24. To approve the following payments:
 - £95 – Fair Account for the completion of the Annual Internal Audit.
25. Committee Reports:
 - To receive a report from Cllr Harrison on a recent meetings of the Planning Committee.
26. Representatives' Reports:
 - To receive a report from Cllr Whitmarsh on the recent AGM of the Downton Millennium Green Trust.
 - To receive a report from Cllr Mace on a meeting with Mr Chris Whalley and Mr Alasdair Jones-Perrot of the Longford Estate.
 - To receive a report from Cllr Mace on a Wiltshire Council First World War Community Briefing meeting.
27. To approve the Accounts for payment for May and to record the bank balances.
28. Correspondence.
29. Date of next meeting – Monday 9th June 2014 at 7.30 pm at the Band Hall, Gravel Close, Downton.