

DOWNTON PARISH COUNCIL



Please note: due to the current HM Government's measures for Covid-19, the Parish Council will meet virtually via Zoom.

[Join Zoom Meeting](https://zoom.us/j/98269501745?pwd=MXVNWXB5UmdvK2FFQmgzNWNld1ZvZz09)

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Meeting ID: 982 6950 1745 Passcode: 205897

To: All Members of Downton Parish Council

You are summoned to an Extraordinary Meeting of Downton Parish Council on Monday 22nd February 2021 at 6.00 pm. This meeting will be held virtually¹ for the purpose of transacting the following business.

Yours sincerely

Jane Brentor

Chairman of the Council

During the meeting and at the Chairman's discretion, the meeting will be opened to enable members of the public to ask questions of and make statements to the Council for a maximum time of 15 minutes. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes.

Part 1 Agenda

323.20 Minute Taking

To resolve to appoint a Parish Councillor to act as Clerk for this meeting, for which they will not be paid, in the absence of the Parish Clerk.

¹ In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

324.20 Public Question Time

To receive questions and statements from members of the public. [Public Bodies \(admissions to meetings\) Act 1960 s1](#) extended by the [LG Act 1972 s100](#)

325.20 Apologies

To receive and accept apologies from Councillors. [LGA 1972 s85 \(1\)](#)

326.20 Minutes

To consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 8th February 2021. [LGA 1972 sch 12, para 41\(1\)](#) [\(Appendix A\)](#)

327.20 Declarations of Interest and Dispensation Requests

- a. To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. ([Disclosable Pecuniary Interests](#)) [Regulations 2012 \(SI 2012/1464\)](#) (NB this does not preclude any later declarations).
- b. To consider any Dispensation Requests received by the Clerk and not previously considered. [Localism Act 2011 s33\(b-e\)](#)

328.20 Business Raised During Public Question Time

To resolve to refer any business raised by the public in public discussion, and any other matters or items of information from councillors to the appropriate committee or to resolve to agree on any other action.

329.20 Website Maintenance & IT Support

To resolve to approve the Selection Criteria and Process for appointing agencies to take over the website maintenance and IT support services with effect from the start of the new financial year on 1st April 2021.

330.20 Risk Assessment for the Absence of the Clerk

To resolve to approve the Risk Assessment for the Absence of the Clerk document, including the proposed mitigating actions contained within the document. All three of us consider that this risk assessment should be considered as soon as possible and not to wait until the 8th March meeting.

[\(Appendix B\)](#)

331.20 Date of next meeting

To resolve to note the date of the next meeting as Monday 8th March 2021 at 7.30 pm and to be held on Zoom.

Part 2 – EXEMPT MATTERS – EMPLOYMENT & STAFFING

332.20 The Chair to propose the following resolution – ‘That under the Public Bodies (Admission to Meetings) Act 1960 it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw in view of the confidential nature of the business on staffing about to be transacted’.

333.20 Staffing Committee Update

Cllr Cornell to provide an update on staffing matters, including the actions approved under agenda item 245.20 of the Council meeting held on 14th December 2020, and to decide and resolve on the further actions to be taken.

334.20 Independent Review Report

To resolve to approve the recommendations, from the Staffing Committee meeting held on 15th February 2021, on the action(s) to be taken by the Parish Council following the Staffing Committee’s consideration of the Independent Review Report from South West Councils dated January 2021.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety and Human Rights.