

# DOWNTON PARISH COUNCIL



16<sup>th</sup> March 2021

**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/97450377946?pwd=MjJpeU5DTSttaS9lSzBGRTThOVnJFQT09>

**Meeting ID: 974 5037 7946**

**Passcode: 843685**

**To: All Members of Downton Parish Council**

**You are summoned to an Ordinary Meeting of Downton Parish Council on Monday 22<sup>nd</sup> March 2021 at 7.30 pm. This meeting will be held virtually<sup>1</sup> for the purpose of transacting the following business.**

Yours sincerely

**Bev Cornish  
Clerk to 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.

## Agenda

### **367.20 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](#)

### **368.20 Apologies**

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

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<sup>1</sup> 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

### **369.20 Minutes**

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

### **370.20 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 Parish Clerk and not previously considered. [Localism Act 2011 s33\(b-e\)](#)

### **371.20 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.

### **372.20 Land on the corner of Elizabeth Close**

To receive a report from Cllr Hall on the recent changes made to the unowned land on the corner of Elizabeth Close and to agree on any actions to be taken.

### **373.20 Internal Auditor's Report**

To consider and note the Internal Auditor's Interim Report and to agree on the actions to be taken. [Local Audit and Accountability Act 2014](#) [\(Appendix B\)](#)

### **374.20 Risk Management Policy**

To resolve to approve the changes to the Council's Risk Management Policy. [\(Appendix C\)](#)

### **375.20 Risk Assessment for Absence of the Clerk**

To resolve to approve the Risk Assessment for the Absence of the Clerk. [\(Appendix D\)](#)

### **376.20 Risk Registers Review**

To review the Council's Risk Registers and to resolve to approve the proposed changes. [\(Appendix E\)](#)

### **377.20 Payroll outsourcing**

Following consultation with an employee, to resolve to appoint a payroll provider to maintain the Council's payroll with effect from April 2021.

### **378.20 Earmarked Reserves**

To resolve to approve the Earmarked Reserves as at 31<sup>st</sup> March 2021. [\(Appendix F\)](#)

### **379.20 Bridge over the Avon Working Group**

To resolve to approve a Press Release on the Bridge over the Avon project. [\(Appendix G\)](#)

**380.20 Date of next meeting**

To resolve to note the date of the next meeting as Monday 12<sup>th</sup> April 2021 at 7.30 pm and to be held on Zoom.

***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.***