

# DOWNTON PARISH COUNCIL



20<sup>th</sup> September 2021

**To: All Members of the Finance & Strategy Committee**

**You are summoned to a meeting of Downton Parish Council's Finance & Strategy Committee on Monday 27<sup>th</sup> September 2021 at 7.30 pm. This meeting will be held in the Bonvalot Room at the Downton Memorial Centre, The Borough, Downton for the purpose of transacting the following business.**

**Bev Cornish CertHE, PSLCC  
Parish Clerk and Responsible Finance Officer  
20<sup>th</sup> September 2021**

**All COVID-19 Guidelines must be adhered to:**

- Masks must be worn on entry to the building and at all times.
- Please use the hand sanitiser on arrival.
- Please scan the QR code or sign in for Track and Trace.
- The maximum number of people permitted in the Bonvalot Room is 21.
- Please read the Council's Covid-19 Risk Assessment.
- Please **do not** attend if you have any recognised Covid-19 symptoms.

The Chairman will confirm whether the meeting may be filmed, photographed or audio recorded. If any member of the public present at the meeting objects, please inform the Chairman or the Parish Clerk before the start of the meeting.

**Although the meeting is open to the public, the Committee is limited in terms of the capacity of the Bonvalot Room. It would be helpful if members of the public could contact the Clerk if they are planning to attend the meeting.**

**If they are not able to attend, they may submit questions or statements in writing to the Clerk at [clerk@downtonparishcouncil.gov.uk](mailto:clerk@downtonparishcouncil.gov.uk) by noon on the day of the meeting.**

During the meeting and at the Chairman's discretion, the meeting will be opened to enable questions or statements to be made by members of the public for a maximum time of 15 minutes. Members of the public are asked to restrict their comments and/or questions to three minutes.

## Agenda

### 01.21 Election of Chair

To elect a Chair for the Committee for 2021/22.

### 02.21 Public Question Time

To receive questions and statements, either verbal or written, from members of the public.

### 03.21 Minutes

To consider and resolve to approve the Minutes of the meeting held on Monday 28<sup>th</sup> October 2019. [\(Appendix A\)](#)

### 04.21 Apologies

To receive apologies for absence.

### 05.21 Declarations of Interest:

- 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.
- b. To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

### 06.21 Business Raised During Public Question Time

To resolve to refer any business raised by the public in public discussion to a future meeting, to the appropriate committee or to agree on any other action.

### 07.21 Annual Insurance

Following delegation from the Parish Council, to consider a report from the Clerk on the renewal of the Council's Annual Insurance Policy to commence on 1st October 2021 and to resolve to approve 1 quote from the quotes provided. [\(Appendix B\)](#)

### 08.21 3 Year Strategic Plan

To review the approved 3 year Strategic Plan and resolve to agree on any updates to reflect the outcomes of the public consultation. [\(Appendices C & D\)](#)

### 09.21 Projects for 2022/23 Financial Year

To consider a report from the Clerk detailing the actions to be delivered in the 2022/23 financial year and to resolve to recommend to the Parish Council the:

- i. Order of priority and any re-scheduling of actions to future years;
- ii. Total potential costs;
- iii. Any requirement for additional staff resource; and
- iv. Impact on annual precept. [\(Appendix E\)](#)

**10.21 Potential Future Liabilities**

To consider a report from the Clerk on the Council's potential liabilities and to make any recommendations to the Parish Council.

(Appendices F)

**11.21 Corporate Risk Register**

To consider a report from the Clerk on suggested updates to the Corporate Risk Register and to resolve to make recommendations to the Parish Council on the changes to be made.

(Appendices G & H)

**12.21 Actions Requiring Additional Research**

To identify any actions which require additional research and to resolve to agree on allocating key tasks to members.

**13.21 Next Meeting**

To resolve to agree the date for the next meeting as Monday 28<sup>th</sup> February 2022 at 7.30 pm in the Bonvalot Room of the Downton Memorial Centre.