



Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL
EXTRAORDINARY GENERAL MEETING held on
Monday 21 November 2022. Start time 7:30 pm
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

Councillors present: Jane Brentor (Chair) (JB), Dave Mace (Vice-Chair) (DM), Andy North (AN), Stephanie Jalland (SJ), Chris Hall (CH), Gareth Watts (GW), and Matthew Randall (MR).

Plus: Melanie Camilleri (MC) – Clerk/RFO. No members of the public attended.

MINUTES

- 202/22 Public Forum**
- 203/22 Apologies for Absence:** Cllrs Stu Carter and Paul Roberts. Reasons for absence unanimously accepted.
- 204/22 Declarations of interest:** None
- 205/22 Business raised during Public Forum:** No members of the public in attendance.
- 206/22 Finance**
- i) Discussion and full consideration took place on the risks and benefits of permitting the Admin Officer to be granted access to Rialtas (for the sole purposes of bringing Rialtas up to date with all financial transactions).
RESOLVED access will be granted subject to the following quality control measures to mitigate these risks:-
- Cllr Mace will fully support the Admin Officer in carrying out this exercise
 - Sample checks on data entries
 - Bank reconciliation correct
- It was universally agreed that the benefits outweigh the mitigated risks during what is anticipated to be a short-term measure i.e. until a permanent Responsible Financial Officer is in role.
- ii) RESOLVED: £12.50 (pro rata payment for 3-months) to upgrade to a '5 user' license for Rialtas approved and cost of £50 wef renewal Feb 2023.
- 207/22 Unanimously resolved that Agenda item 208/22 would be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the personal nature of the business to be discussed**
- 208/22 To consider and resolve to approve the Parish Council's response to the Data Subject Access Request**
RESOLVED the Parish Council's response was unanimously approved.

Being no further business, JB closed the meeting at 8:30pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING