



## Downton Parish Council

**Minutes of the DOWNTON PARISH COUNCIL  
EXTRAORDINARY GENERAL MEETING held on  
Thursday 05 January 2023. Start time 7:30 pm  
MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

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Councillors present: Jane Brentor (Chair) (JB), Dave Mace (Vice-Chair) (DM), Andy North (AN), Chris Hall (CH), Matthew Randall (MR), and Paul Roberts (PR).

Plus: Melanie Camilleri (MC) Clerk/RFO.

No members of the public attended.

### MINUTES

- 242/22**      **Public Question Time:** No members of the public attended.
- 243/22**      **Apologies for Absence:** Cllrs Stephanie Jalland and Gareth Watts. Reasons noted and accepted.
- 244/22**      **Declarations of interest:** None
- 245/22**      **Business raised during Public Question Time:** No members of the public attended.
- 246/22**      **Finance: Part 1**
- i) Rialtas: JB announced the Admin Officer has with much regret tendered her resignation due to personal and family reasons. Her last working day is 19 January 2023. Most effective use of her time will be to finalise tasks started (quotes) rather than learn how to use Rialtas.  
RESOLVED: DM granted access to Rialtas for the purposes of data entry up until 31 March 2023 (using the Admin Officer's PC). MC will continue to populate the Excel Spreadsheet she developed for the 2022-23 Accounts in tandem. Decision as to the future recording of Accounts for 2023-24 to be considered end March 2023.
  - ii) JB, DM, and MC ran through the 2022-23 budget (actual spend to date and forecast spend) line by line. Some adjustments were made.
  - iii) JB, DM, and MC ran through the proposed 2023-24 budget line by line. Detailed discussions also took place on restricted reserves. Some adjustments were made.
- 247/22**      **RESOLVED Agenda item 248/22 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**

248/22

**Finance: Part 2**

- i) JB, DM, and MC ran through all confidential budget items for 2022-23 and 2023-24.

Multiple 2023-24 Precept Options were discussed with consideration as to Band D contribution and impact upon no. months operation costs (based upon unrestricted reserves).

Consideration given to the Joint Panel on Accountability & Governance Practitioners Guide to Proper Practices (March 2022) – section 5.34 and 5.35 given the current financial climate.

Unanimously agreed that the 2023-24 Precept would be set at the 16 January 2023 meeting.

Being no further business, JB closed the meeting at 10:46pm

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**