



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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28 June 2023

Dear **MEMBER OF DOWNTON PARISH COUNCIL'S AMENITIES COMMITTEE**

You are hereby summoned to attend an

AMENITIES COMMITTEE MEETING

on **MONDAY 03 JULY 2023** at **7:30pm**

in the **MEMORIAL HALL, DOWNTON (BONVALOT ROOM)**

To transact the following business.

The right for the public and press to attend a Parish Council Meeting is established under the Openness of Local Government Regulations 2014 as well the right to record, film and broadcast meetings. In accordance with Downton Parish Council's "Policy on the Filming, Photographing, Audio Recording & Social Media Reporting of Public Parish Council and Committee Meetings" adopted in October 2014, if anyone wishes to film, photograph, or audio record this public meeting, you must inform the Clerk at least **24 hours** in advance to ensure obligations under the Data Protection Act, Human Rights Act, and other legislation are met.

AGENDA

- 23/23** **Public Question Time**
- 24/23** **Apologies for Absence**
- 25/23** **Declarations of interest**
- 26/23** **Minutes**
i) To resolve to approve the Minutes of the Meeting held on **22 May 2023**
- 27/23** **Business raised during Public Question Time**
To resolve to refer any business raised by the public or items of information from councillors either to the appropriate committee or for any other action.
- 28/23** **Memorial Hall Maintenance**
i) To review additional quotes obtained from the Administrative Officer. Resolve to:-
a) select and instruct contractor(s)
b) identify any aspects for which further quotes are required
- 29/23** **Cemetery**
i) To receive an update on all actions
ii) To resolve to select and instruct contractors for quotes obtained

30/23 To consider resolving that Agenda items 31/23 will 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 confidential and commercially sensitive nature of the business to be discussed

31/23 **Play Park Refurbishment Project**

- i) To consider, evaluate, and score each proposal using the three-stage evaluation process as outlined in the Tender Document dated 15 June 2023 (Essential requirements, Quality Score, Price Score)
- ii) To resolve to make a recommendation to full council on the award of contract

32/23 **Date of next meeting**

To agree the date, time, and venue of the next **Downton Parish Council's Amenities Committee Meeting**