



Downton Parish Council

By Order of Melanie Camilleri Clerk & RFO

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06 September 2023

Dear **MEMBER OF DOWNTON PARISH COUNCIL**

You are hereby summoned to attend an

ORDINARY MEETING

on **MONDAY 11 SEPTEMBER 2023** at **7pm**

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

167/23 Public Question Time

168/23 To receive a report from PC Harry Murphy

169/23 To receive a report from Cllr Richard Clewer (Wiltshire Council)

170/23 Apologies for Absence

171/23 Declarations of interest

172/23 Minutes

i) To resolve to approve the Minutes of the Meeting held on **14 August 2023**

173/23 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.

174/23 Planning

i) To consider applications received and resolve on recommendations to be made to Wiltshire Council Planning Authority (see Planning Schedule)

ii) To note planning decisions (see Planning Schedule)

175/23 Staffing Committee: recommendations

To note and resolve to approve recommendations from the Staffing Committee on the following matters: -

- i) Toilet Cleaning Contract: amendment or procurement of new Contract
- ii) Wiltshire Towns Programme: resource to carry out research using funding provision from within the Grant award

176/23 Finance

- i) To note PKF Littlejohn's Notice of Conclusion of External Audit 2022/23
- ii) To resolve to approve the Cash Flow Report and payments
- iii) To resolve to select an additional signatory to the Lloyds account
- iv) To resolve to approve the Parish Council's insurance renewal quote from A J Gallagher wef 01 October 2023
- v) To resolve to approve the additional decorating Quote from Paul Fox for the Memorial Centre (painting a door)
- vi) To consider Salisbury Guttering Quotes for guttering and downpipes on the West Side of the Memorial Centre. Resolve to approve whether Downton PC will be instructing this work and the %split cost between the Parish Council and Downton Memorial Centre Trustees.
- vii) To consider and review the mid-year budget 2023/24

177/23 Play Park Refurbishment

- i) To deliver a progress report with key dates, and publication of Designs
- ii) To agree who will attend the Memorial Centre on 19 Sept (6:30-7:30pm) when members of the public can view the Play Park Designs
- iii) To agree arrangements for the pop-up stand outside the Co-op.

178/23 Correspondence, AOB, urgent matters

- i) To consider letter received from residents of Charlton All Saints raising concerns in connection with location of the new Defib installed on the exterior of the telephone box
- ii) To resolve to agree the delegation of Chair and Vice-Chair duties for the period 02-04 October 2023.

179/23 To consider resolving that Agenda item 180/23 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 nature of the business to be transacted

180/23 Confidential Employment Matters

181/23 Date of next meeting

If agreed, the date of the next Meeting for **Downton Parish Council** will be held on: -

- **Extraordinary General Meeting 25 Sept 2023** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.
- **Ordinary Meeting 09 October 2023** at **7:00pm** in the **Memorial Hall, Downton (Bonvalot Room)**.