



Downton Parish Council

CONFIDENTIAL ITEMS OF BUSINESS MINUTES FOR THE PERIOD 01 APRIL 2023 – 31 MARCH 2024

DATE OF MEETING	AGENDA NO.	AGENDA DESCRIPTION	RESOLUTION FOR PUBLICATION	SIGNED
17 April 2023	82/23	Confidential Employment Matters	<u>RESOLVED:</u> the Clerk's hours will continue on 35hrs/week at the current SCP point. This situation will be reviewed at the end of June 2023.	
17 April 2023	83/23	Confidential GDPR Matters	<u>RESOLVED:</u> following discussions with the Information Commissioner's Office, the Clerk will discuss matters with the Parish Council's insurers. <u>RESOLVED:</u> once the Clerk has received a response from the Parish Council's insurers, authority on next steps delegated to Cllrs Brentor, Mace, and North.	
12 June 2023	124/23	Confidential Employment Matters	<u>RESOLVED:</u> the Clerk's hours will continue on 35hrs/week at the current SCP point. This situation will be reviewed at the end of Sept 2023.	
12 June 2023	125/23	Confidential GDPR Matters	<u>RESOLVED:</u> the Clerk will respond to the former employee on the outcome of the Information Commissioner's Office letter. <u>RESOLVED:</u> unanimously agreed that Cllrs Brentor, Mace, and North (assisted by the Clerk) will respond to the Parish Council's insurers on a legal matter in relation to a previous employee, copies to full council.	

10 July 2023 Amenities Committee Meeting	39/23	Play Park Refurbishment Project	<p><u>RESOLVED:</u> Vita Play Ltd will be recommended to full council on the award of contract for all three Play Parks.</p> <p><u>RESOLVED:</u> Award of contract <u>subject to:-</u></p> <ul style="list-style-type: none"> • Some minor changes to design and equipment at Moot Lane within budget, and which meet with the Parish Council's approval. • The timetable (and commencement date of September 2023), as expressed in their bids. • Agreement to full particulars of contract. • Formal award of contract by full council at an EGM on Monday 24 July 2023
10 July 2023	142/23	Play Park Refurbishment	<p><u>RESOLVED</u></p> <ul style="list-style-type: none"> • Unanimously agreed to award the contract for all three Play Parks to Vita Play Ltd. • Mandatory 10-day standstill period. An EGM to sign the contract will take place on Mon 24 July 7pm
10 July 2023	143/23	Confidential GDPR Matters	<p><u>RESOLVED:</u> corrections to the Clerk's salary and pension contributions.</p> <p><u>RESOLVED:</u> the Parish Council's response to a Data Subject Access Request was unanimously approved.</p>
24 July 2023	151/23	Play Park Refurbishment	<p><u>RESOLVED:</u> the Moot Lane fence is falling over and requires an urgent temporary repair (pending Vita Play Ltd replacing the fence and gate). Cllrs Carter, Randall, and Roberts to remedy using supplies they already have.</p> <p><u>RESOLVED:</u> quotes for the supply and installation of a picnic bench at Charlton All Saints considered (funding approved in 2022). Vita Play Ltd quote selected.</p> <p><u>RESOLVED:</u> Full council are satisfied that the tender process has been handled in an honest, fair, and ethical manner, whilst retaining confidentiality of bids.</p> <p><u>RESOLVED:</u> Due diligence check on supplier satisfied.</p>
14 August 2023	164/23	Play Park Refurbishment	<p><u>RESOLVED:</u> Wessex Archaeology's 'desk-based assessment' quote approved</p>

			<p><u>RESOLVED:</u> MC to submit SMC application to Historic England. Once SMC approval granted, Historic England has confirmed a 'watching brief' for the installation and removal of equipment is necessary.</p> <p><u>RESOLVED:</u> Wessex Archaeology's 'watching brief' quote approved</p> <p><u>RESOLVED:</u> Vita Play's final designs for Moot Lane, Memorial Gardens and Charlton All Saints approved. Work to commence in Sept on Memorial Gardens and Charlton All Saints due to lead time of SMC at Moot Lane.</p>	
14 August 2023	165/23	Employment Matters	<u>RESOLVED:</u> corrections for the Clerk's salary and pension contributions and that the Clerk's contract will be updated to explicitly express the correct position.	
29 August 2023 Staffing Committee Meeting	08/23	Employee Performance Review / 6-month Progress	No resolutions were passed under this Agenda item	
29 August 2023 Staffing Committee Meeting	09/23	Clerk/RFO's Contract/Hours Review	Recommendation to full council modifications to the Clerk's contract reflecting 35 hours per week plus other contractual terms.	
29 August 2023 Staffing Committee Meeting	10/23	Holidays	<u>RESOLVED:</u> The Holiday Recording Form was approved and will be saved in Dropbox for recording approved holidays taken for the Clerk/RFO and the Admin Officer.	
11 September 2023	180/23	Confidential Employment Matters	<p><u>RESOLVED:</u> the Clerk will be issued an amended contract of employment to reflect a fixed SCP working 35hrs per week</p> <p><u>RESOLVED:</u> -</p> <ol style="list-style-type: none"> a. To accept the Admin Officer's resignation. b. To delegate to the staffing committee proposal for recruiting a new Admin Officer (including hours, role profile, advertising the position) and bring back to full council for approval. 	

09 October 2023	211/23	BWSCA Lease	<u>RESOLVED</u> : Zoom meeting to be held between Cllrs Carter, Mace, Brentor and the Clerk to discuss legal communication on the Lease, and how to take forward with BWSCA. The Clerk to co-ordinate.	
09 October 2023	212/23	Confidential Employment Matters	<u>RESOLVED</u> : Zoom meeting between Cllrs North, Carter, Mace, Brentor, and the Clerk to be held 11 Oct 10:30am to discuss selection process for the candidates who have applied for the Admin Officer vacancy. <u>RESOLVED</u> no further action to be taken to the Clerk's salary and pension contributions and that all future payments are correct. The record of this resolution will ensure that transparency exists.	
13 November 2023	230/23	BWSCA	<u>RESOLVED</u> : the Clerk to obtain a Building survey quote for all buildings on the site.	
13 November 2023	231/23	Appointment of an Administrative Officer	<u>RESOLVED</u> : Susan Barnhurst-Davies has been appointed the Parish Council's Administrative Office with a starting date of 01 December 2023 (contracted hours 20hrs per week). Cllr Mace will set-up her IT equipment in her home workspace. The Clerk will carry out her Induction.	
27 November 2023	242/23	Budget/Precept 2024/25: Part 2	No resolutions were passed under this Agenda item	
27 November 2023	243/23	BWSCA	<u>RESOLVED</u> : by majority decision to approve the quote for the Buildings (Structural) survey using earmarked funds in the budget for BWSCA	
27 November 2023	244/23	Confidential Employment Matters	No resolutions were passed under this Agenda item	
11 December 2023	250/23	Budget/Precept 2024/25: Part 2	i) Discussions in Part 2 related to <ul style="list-style-type: none"> • Budget for staff salaries, pensions, tax & NI • Budget for procurement of Downton Public Toilets Cleaning 12-month Contract • Budget for tender for Cemetery Refurbishment Phase 2 • Budget for tender grounds maintenance (grass cutting) at the Cemetery ii) No resolutions were passed under this Confidential Agenda item.	
11 December 2023	251/23	Downton Memorial Maintenance Works	No resolutions were passed under this Agenda item	

08 January 2024	19/24	Budget/Precept 2024/25: Part 2	<p>i) Discussions in Part 2 related to</p> <ul style="list-style-type: none"> • Budget for staff salaries, pensions, tax & NI • Budget for procurement of Downton Public Toilets Cleaning 12-month Contract • Budget for tender for Cemetery Refurbishment Phase 2 • Budget for tender grounds maintenance (grass cutting) at the Cemetery <p>Once confidential budget items had been discussed, Cllr Brentor re-opened the meeting to resolve to approve the 2024/25 budget and resulting Precept. The following resolution was then passed.</p> <p><u>RESOLVED</u>: by majority decision, the 2024/25 budget and resulting Precept of £206,450.00 was approved.</p>	
08 January 2024	20/24	BWSCA	No resolutions were passed under this Agenda item	
12 February 2024	50/24	Downton Public Toilets Cleaning Contract	<u>RESOLVED</u> : The Parish Council will seek expressions of interest and three quotes for delivery of this service wef 01 April 2024.	
12 February 2024	51/24	Memorial Centre Lease	<u>RESOLVED</u> : that the Memorial Hall may proceed with pre-school options discussed as a replacement Tenant.	
12 February 2024	52/24	Confidential Legal matters	<u>RESOLVED</u> : made in relation to a Legal case with a previous employee.	