



Downley Community Centre

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DOWNLEY PARISH COUNCIL

TO: ALL MEMBERS OF THE PUBLIC

You are **HEREBY INVITED** to attend a **MEETING** of the **DOWNLEY PARISH COUNCIL** which will take place **ON TUESDAY 9th May 2023 at 7:30 pm**

A G E N D A

1. **Election of Chairman** to receive nominations and elect a chairman for the ensuing local government year.
2. **Election of Vice-Chairman** to receive nominations and elect a vice-chairman for the ensuing local government year
3. To record **Attendance** and receive **Apologies for Absence**
4. To receive and note any **Declarations of Interest** made by Councillors in connection with any Agenda item
5. To Approve the **Minutes** of the Meeting of Council held on 14th March 2023
6. **Public Participation Session** - There is an overall time limit of 15 minutes for this segment. No single speaker may speak longer than 2 minutes. Points raised, but not on this evening's agenda, will not be addressed at this meeting but will be answered during the next working day or added to a future agenda as appropriate.
7. **Appointment of Committees and membership thereof, to include:**
 - Allotments
 - Finance
 - HR
 - Planning
 - Downley Parish Action Response Group
 - Environment and Climate Change
 - Lighting representative
8. **Appointment of representatives to outside organisations, to include:**
 - Downley Old School Community Association
 - Downley Common Preservation Society
 - Downley Communications Forum
 - Downley Day and Concert on the Common
 - Downley Festival Committee
 - School Representatives
 - Sports and Recreation
 - Wycombe District Association of Local Councils
 - North West Chilterns Communities Board
9. To receive and note **reports from Buckinghamshire Councillors**
10. **To receive and note the minutes of the Planning Committee** dated 6th April 2023
11. **Downley Day** – To create a working party to consider the Parish Council's focus for the day and to agree a schedule of attendance.
12. **Staffing HR Committee terms of reference** due for annual review copy attached (Appendix 1)
13. **Document Retention Policy** – To consider the adoption of a policy (See Appendix 2)
14. **Invoices** – to consider and approve the invoices paid since the last meeting on 14/03/23

May 2023 meeting						
Date	Cheque No	Payee	Ex-VAT	VAT	Total	Details
22/03/2023	2278	DM Hawkins	£ 120.00		£ 120.00	SID brackets x3
22/03/2023	2281	BALC	£ 45.00		£ 45.00	Training course
22/03/2023	2282	Confidential Payment	£ 425.53		£ 425.53	Staffing
22/03/2023	2283	Confidential Payment	£ 110.97		£ 110.97	Staffing
24/03/2023	DD	Telecoms World	£ 12.12	£ 2.42	£ 14.54	Service & line rental
24/03/2023	DD	SSE	£ 1,588.07	£ 317.62	£ 1,905.69	Street lighting/furniture
28/03/2023	2279	Confidential Payment	£ 428.57		£ 428.57	Staffing
28/03/2023	2280	Confidential Payment	£ 1,608.42		£ 1,608.42	Staffing
29/03/2023	2285	Downley Day Committee	£ 17.00		£ 17.00	Pitch fee
29/03/2023	2286	TBS Hygiene Ltd	£ 150.00	£ 30.00	£ 180.00	Dog waste bins
03/04/2023	2287	JS Glasgow	£ 560.00		£ 560.00	Bench installation
04/04/2023	2288	Claritas Accountancy Ltd	£ 25.00	£ 5.00	£ 30.00	Professional fees
04/04/2023	2289	Confidential Payment	£ 283.40		£ 283.40	Staffing
05/04/2023	2290	Colemans Solicitors LLP	£ 1,950.00	£ 390.00	£ 2,340.00	Professional fees
12/04/2023	DD	Plusnet	£ 36.14	£ 7.23	£ 43.37	Broadband
28/04/2023	DD	Southern Electric	£ 2,797.77	£ 456.41	£ 3,254.18	Street lighting/furniture
02/05/2023	2292	KAD Garden Services	£ 1,459.00		£ 1,459.00	Gardening
02/05/2023	2293	Confidential Payment	£ 536.50		£ 536.50	Staffing
04/05/2023	2295	Confidential Payment	£ 420.77		£ 420.77	Staffing
04/05/2023	2296	Confidential Payment	£ 1,616.22		£ 1,616.22	Staffing
	Totals		£14,190.48	£1,208.68	£15,399.16	

15. To consider and authorise those invoices received in May :

May 2023 meeting						
Date	Cheque No	Payee	Ex VAT	VAT	Total	Details
02/05/2023	2294	BMKALC	£ 791.66		£ 791.66	Membership BALC & NALC
03/05/2023	2297	Chilterns Conservation Board	£ 190.00		£ 190.00	Contribution to Chiltern Orchards
03/05/2023	2298	KAD Gardening Services	£2,326.75		£2,326.75	Gardening through April
04/05/2023	2299	Claritas Accountancy Ltd	£ 25.00	£ 5.00	£ 30.00	Payroll fee
10/05/2023	DD	Plusnet	£ 34.24	£ 8.55	£ 42.79	Broadband
	Totals		£3,367.65	£ 13.55	£3,381.20	

- 16. To note the Clerks progress report** Attached
- 17. To note the date and place of the next Meeting**
Tuesday 13th June 2023 at Downley Community Centre
- 18. Close of the Meeting**

Giles Tandy

Clerk to the Council 04/05/23