



Downley Community Centre

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www.downleyparishcouncil.org

DOWNLEY PARISH COUNCIL

TO: ALL MEMBERS OF THE COUNCIL

**You are HEREBY SUMMONED to attend the ANNUAL MEETING of the
DOWNLEY PARISH COUNCIL which will take place ON TUESDAY 13th May
2025 at 7:30 p.m.**

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 a Vice-Chairman** to receive nominations and elect a vice-chairman for the ensuing local government year.
3. **Declarations of Acceptance of Office**
4. **Council vacancy** – to consider co-option to fill the remaining vacancy on the Council.
5. To record **Attendance** and receive **Apologies for Absence**.
6. **Declarations of Interest & Dispensations** – to receive any declarations of interest and confirmation of any dispensations.
7. To Approve the **Minutes** of the Meeting of Council held on 8th April 2024.
8. **Public Participation Session** - There is an overall time limit of 10 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.
9. **Appointment of Committees and membership thereof, to include:**
 - Allotments
 - Finance
 - HR
 - Planning
 - Downley Parish Action Response Group
 - Environment and Climate Change
 - Lighting representative
10. **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
 - North West Chilterns Community Board
11. To receive and note **reports from Buckinghamshire Councillors**.
12. **Councillor reports** – councillors to report on the activities of any external bodies they represent.
13. **gov.uk domain name** – to consider the proposal that Downley Parish Council purchases and switches to a gov.uk domain name to host its website within 6 months of this meeting.
14. **Staffing/HR Committee** – annual review of terms of reference. Appendix A.
15. **Document Retention Policy** – Annual review. Appendix B.
16. **Downley Day** – to consider Councils presence and activities for Downley Day.
17. **Grants** – to consider donations to the Thames Valley Air Ambulance following a request from Top Notes Choir and to the Downley School PTA following a request from the Great Downley Dog Walk.

- 18. Invoices** – to note those invoices paid since the last meeting on 8th April 2025 and to consider and authorise those invoices received in April and May still outstanding (Appendix C)
- 19. To note the Clerks progress report** Attached.
- 20. To note the date and place of the next Meeting**
Tuesday 10th June 2025 at Downley Community Centre.
- 21. Close of Meeting**

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Giles Tandy Clerk to the Council 08/05/25