



Downley Community Centre

Telephone: 01494 528133
clerk@downleyparishcouncil.org
www.downleyparishcouncil.org

DOWNLEY PARISH COUNCIL

TO: ALL MEMBERS OF THE COUNCIL

You are **HEREBY SUMMONED** to attend a **MEETING** of the **DOWNLEY PARISH COUNCIL** which will take place **ON TUESDAY 14th May 2024 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. To record **Attendance** and receive **Apologies for Absence**.
4. **Declarations of Interest & Dispensations** – to receive any declarations of interest and confirmation of any dispensations.
5. To Approve the **Minutes** of the Meeting of Council held on 9th April 2024.
6. **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.
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
 - North West Chilterns Community Board
9. To receive and note **reports from Buckinghamshire Councillors**.
10. **Councillor reports** – councillors to report on the activities of any external bodies they represent.
11. **Certificate in Local Council Administration** - to consider paying the fees to allow the Clerk to study for the CiLCA qualification.
12. **Mannings Field** – to consider formalising our relationship with the Downley Sports Association by drawing a document to sublease Mannings Field.
13. **The Sports Association and Xtra time football** – to consider the suggestion that fees from Xtra time football use of Mannings field be directed to the Sports Association
14. **D-Day 80th anniversary commemorative event** – to consider an event to commemorate the 80th anniversary of D-Day.
15. **Replacement rear door at Downley Community Centre** – to consider quotes for replacement of the back door of the Community Centre and to repair and replace the door frame. (Appendix 1)

- 16. Electrical Supply to Downley Common** – to consider a revised quote for SparkX to supply and install a feeder pillar on the Common to provide an electrical supply for events. (Appendix 2)
- 17. Staffing/HR Committee terms of reference** – Annual review (Appendix 3)
- 18. Document Retention Policy** – Annual review (Appendix 4)
- 19. Invoices** – to note those invoices paid since the last meeting on 9th April 2024 and to consider and authorise those invoices received in April and May still outstanding (Appendix 5)
- 20. To note the Clerks progress report** Attached.
- 21. To note the date and place of the next Meeting**
Tuesday 11th June 2024 at Downley Community Centre.
- 22. Close of Meeting**

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Giles Tandy Clerk to the Council 08/05/24