



Downley Community Centre

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## 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 11<sup>th</sup> June 2024 at 7:30 p.m.**

### A G E N D A

1. To record **Attendance** and receive **Apologies for Absence**.
2. **Declarations of Interest & Dispensations** – to receive any declarations of interest and confirmation of any dispensations.
3. To Approve the **Minutes** of the Meeting of Council held on 14<sup>th</sup> May 2024.
4. **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.
5. To receive and note **reports from Buckinghamshire Councillors**.
6. **To receive and note the minutes of the Planning Committee** dated 3<sup>rd</sup> May 2024
7. **Councillor reports** – councillors to report on the activities of any external bodies they represent.
8. **Annual Governance Statement 2023/24** – We acknowledge as the members of Downley Parish Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm to the best of our knowledge and belief, with respect to the Accounting Statements for the year ending 31<sup>st</sup> March 2024, that:
  1. We have put in place arrangements for effective financial management during the year and the preparation of the accounting statements.(Yes/No)
  2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. (Yes/No)
  3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. (Yes/No)
  4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. (Yes/No)
  5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks including the introduction of internal controls and/or external insurance cover where required. (Yes/No)
  6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control system. (Yes/No)
  7. We took appropriate action on all matters raised in reports from internal and external audits. (Yes/No)
  8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact upon this authority and, where appropriate have included them in the accounting statements. (Yes/No)
  9. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit(Yes/No/Not applicable)
9. **Annual Governance and Accountability Return** – to note and record Section 2 the accounting statements 2023/24. (Appendix 1)

- 10. The Clerks Annual Review** – to note and record the Clerks Annual Review resulting in progress from SCP 19 to SCP 20 on the Local Government pay scale range.
- 11. Dog waste bins** – to consider a new contract for the weekly emptying of dog waste bins within the Parish. Appendix 2)
- 12. Lengthsman** – to consider the findings of the HR Committee on the question of engaging the services of a Lengthsman for the Parish.
- 13. Amendment to Minutes dated 12<sup>th</sup> March 2024** – to consider a resolution to amend the signed minutes that state “ The minutes of the meeting held on 13<sup>th</sup> February 2023 were agreed and signed as a correct record”.
- 14. Amendment to Minutes dated 13<sup>th</sup> February 2024** – to consider a resolution to amend the signed minutes that state “ The minutes of the meeting held on 9<sup>th</sup> January 2023 were agreed and signed as a correct record”.
- 15. Invoices** – to note those invoices paid since the last meeting on 14<sup>th</sup> May 2024 and to consider and authorise those invoices received in May and June still outstanding (Appendix 3)
- 16. To note the Clerks progress report** Attached.
- 17. To note the date and place of the next Meeting**  
Tuesday 9<sup>th</sup> July 2024 at Downley Community Centre.
- 18. Close of Meeting**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

*Giles Tandy* Clerk to the Council 05/06/24