



## Minutes of the Meeting of the Downley Parish Council held on Tuesday 11<sup>th</sup> June 2024 at 7:30 p.m.

Present: Councillors M Lazenby (Chairman presiding), P Brooks, K Chandarana, C Lenton, A Mann, W Monroe-West, and W Steneskog

In attendance:

Officers: G Tandy (Clerk)

### 1) Apologies for absence (8871/06/24)

Apologies were received from Councillors K Ahmed, S Biggs, A Lenard and from Buckinghamshire Councillor P Turner.

### 2) Declarations of interest and dispensations (8872/06/24)

None.

### 3) Minutes (8873/06/24)

The minutes of the meeting held on 14<sup>th</sup> May 2024 were agreed and signed as a correct record.

### 4) Public participation session (8874/06/24)

None.

### 5) To receive and note the report of Buckinghamshire Councillors (8875/06/24)

Councillor Turner had provided a written report advising that the Coates Lane parking/traffic scheme is due to be consulted on, commencing 17<sup>th</sup> June. He also stated that it was a pleasure to represent the local Branch of the Royal British Legion at the lighting of the Downley beacon for the 80<sup>th</sup> anniversary of D-Day, where it was good to see so many local people.

### 6) Planning Committee (8876/06/24)

The minutes of the Planning Committee meeting of 3<sup>rd</sup> May 2024 were received and noted.

### 7) Councillor Reports (8877/06/24)

Councillor Lazenby reported that the Pond Volunteers had held a successful meeting and that the plans for the upcoming Festival were running to schedule.

### 8) Annual Governance Statement (8878/06/24)

Members of Downley Parish Councillors acknowledged their responsibility for ensuring that there is sound system of internal control including the preparation of the Accounting Statements. They considered each of the following statements in relation to the Accounting Statements for the year ending 31<sup>st</sup> March 2024 and in each case **RESOLVED** unanimously that to the best of their knowledge and belief that:

- 1) We have put in place arrangements for effective financial management during the year and the preparation of the accounting statements. **Yes**
- 2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. **Yes**
- 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**

- 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**
- 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**
- 6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control system. **Yes**
- 7) We took appropriate action on all matters raised in reports from internal and external audits. **Yes**
- 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**
- 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. **Not applicable**

#### **9) Annual Governance and Accountability Return (8879/06/24)**

Council considered and **RESOLVED** unanimously to accept and sign Section 2 of the Accounting Statements 2023/2024.

#### **10) The Clerks Annual Review (8880/06/24)**

Council noted the Clerks annual review with progress from SCP 19 to SCP 20 on the Local Government pay scale range.

#### **11) Dog waste bins (8881/06/24)**

Following the withdrawal of current service providers TBS Hygiene Ltd, Council considered competitive quotes from other providers and **RESOLVED** unanimously to accept a two-year contract with the Shield Group.

#### **12) Lengthsman update (8882/06/24)**

Council considered the findings of the HR Committee on the question of engaging the services of a Lengthsman for the Parish. The HR Committee had considered the work of a Lengthsman and deemed that much of this was already carried out by our existing grounds maintenance team with the balance, the responsibility of Buckinghamshire Council. They recognised that it was feasible that other tasks might arise that were not in the remit of either the Grounds Maintenance contractor or the Unitary Authority. The HR Committee believed that it would not be cost effective to employ an individual for such work as they would require a salary and membership of the Local Government Pension Scheme and would place a burden of responsibility on the Clerk requiring a further increase to his salary and pension. Contracting was seen as the solution and to avoid that contractor becoming a de facto employee the logical solution was that the existing contractors, the grounds maintenance team should be approached to take on any ad hoc tasks as they arise.

The HR team recognised that it would be best practice to assess the work of the grounds maintenance team and to invite tenders for the role and recommended that a working party be set up to oversee this process. Council **RESOLVED** to set up a working party to review the contract with the membership consisting of A Lenard of the HR Committee, W Steneskog and P Brooks of the Finance Committee.

#### **13) Amendment to Minutes dated 12<sup>th</sup> March 2024(8883/06/24)**

It was **RESOLVED** unanimously to correct the date shown on the Minutes dated 12<sup>th</sup> March 2024 that state "The minutes of the meeting held on 13<sup>th</sup> February 2023 agreed as a correct record."

**14) Amendment to Minutes dated 13<sup>th</sup> February 2024 (8884/06/24)**

It was **RESOLVED** unanimously to correct the date shown on the Minutes dated 13<sup>th</sup> February 2024 that state "The minutes of the meeting held on 9<sup>th</sup> February 2023 agreed as a correct record."

**15) Invoices (8885/06/24)**

Payments made since the last meeting on 14<sup>th</sup> May 2024 were noted and approved . The schedule of invoices received through May and June still outstanding was considered and authorised.

Date	Payee	Details	Ex-VAT	VAT	Total
17/05/2024	Buckinghamshire Pension Fund	Staff Pension	£ 593.52	£ -	£ 593.52
17/05/2024	Gallaghers Insurance	Annual Insurance	£ 2,867.13	£ -	£ 2,867.13
20/05/2024	G Tandy	Clerks Expenses	£ 30.49	£ -	£ 30.49
20/05/2024	Buckinghamshire Council	Temporary event notice	£ 21.00	£ -	£ 21.00
21/05/2023	Wycombe Recycling	Skip for allotments	£ 259.87	£ 51.97	£ 311.84
24/05/2024	BT	Telephone & Wi-Fi	£ 32.49	£ 6.50	£ 38.99
27/05/2024	SSE	Street lighting	£ 1,453.00	£ 98.69	£ 1,551.69
28/05/2024	HMRC	Tax and NIC	£ 441.97	£ -	£ 441.97
28/05/2024	G Tandy	Staff salary	£ 1,743.04	£ -	£ 1,743.04
03/06/2024	BMKALC	CILCA Training	£ 350.00	£ -	£ 350.00
03/06/2024	Paint Stop	Wood stain for fence at Community Centre	£ 14.17	£ 2.83	£ 17.00
06/06/2024	Smarty	Mobile phone	£ 4.17	£ 0.83	£ 5.00
06/06/2024	Paint Stop	Wood stain for fence at Community Centre	£ 42.50	£ 8.50	£ 51.00
13/06/2024	Hunters Solicitors LLP	Professional Fees	£ 811.00	£ 162.20	£ 973.20
13/06/2024	Aubergine 262 Ltd	Website subscription/domain renewal	£ 329.00	£ 65.80	£ 394.80
13/06/2024	TBS Hygiene Ltd	Bin collection in May	£ 150.00	£ 30.00	£ 180.00
13/06/2024	Downley Day Committee	Pitch fee	£ 17.00	£ -	£ 17.00
13/06/2024	Claritas Accountancy Ltd	Professional Fees	£ 25.00	£ 5.00	£ 30.00
13/06/2024	BMKALC	Training course	£ 60.00	£ -	£ 60.00
13/06/2024	KAD Garden Services	Gardening in May	£ 3,785.80	£ -	£ 3,785.80
13/06/2024	ASW Marquees	Marquee for Downley Day/Festival	£ 2,856.67	£ 571.33	£ 3,428.00
	Totals		£15,887.82	£1,003.65	£16,891.47

**16) Clerks Progress Report (8886/06/24)**

Noted

**17) To note the date and place of the next meeting (8887/06/24)**

**Tuesday 9<sup>th</sup> July 2024 at 7:30 p.m. at the Downley Community Centre**

**18) Closure of the meeting (8888/06/24)**

There being no other business, the meeting closed at 20:18.

Chairman

Date