



**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 13<sup>th</sup> June 2023 at 7:30 pm**

**A G E N D A**

1. To record **Attendance** and receive **Apologies for Absence**.
2. To receive and note any **Declarations of Interest** made by Councillors in connection with any Agenda item.
3. To Approve the **Minutes** of the Meeting of Council held on 9<sup>th</sup> May 2023.
4. **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.
5. To receive and note **reports from Buckinghamshire Councillors**.
6. **To receive and note the minutes of the Planning Committee** dated 4<sup>th</sup> May 2023.
7. **Complaints policy** – Annual review of Downley Parish Council's complaints policy.
8. **Employers discretionary policy** – to consider adopting an employers discretionary policy in connection with the Local Government Pension Scheme.
9. **Invoices** – to consider and approve the invoices paid since the last meeting on 09/05/23:

| June 2023 meeting |           |                         |            |           |            |                       |
|-------------------|-----------|-------------------------|------------|-----------|------------|-----------------------|
| Date              | Cheque No | Payee                   | Ex-VAT     | VAT       | Total      | Details               |
| 09/05/2023        | 2300      | TBS Hygiene Ltd         | £ 120.00   | £ 24.00   | £ 144.00   | Dog waste collectiion |
| 09/05/2023        | 2301      | Colemans Solicitors LLP | £ 2,700.00 | £ 540.00  | £ 3,240.00 | Cancelled             |
| 17/05/2023        | DD        | Castle Water            | £ -        | £ -       | £ -        | Credit balance        |
| 18/05/2023        | 2306      | Hunters Solicitors LLP  | £ 2,700.00 | £ 540.00  | £ 3,240.00 | Replaces 002301       |
| 30/05/2023        | 2309      | ASW Marquees Ltd        | £3,186.67  | £ 637.33  | £ 3,824.00 | Downley Festival      |
| 30/05/2023        | 2310      | HMRC                    | £ 420.97   | £ -       | £ 420.97   | Staffing              |
| 30/05/2023        | 2311      | Confidential payment    | £ 1,616.02 | £ -       | £ 1,616.02 | Staffing              |
| 08/06/2023        | 2318      | Confidential payment    | £ 49.48    | £ -       | £ 49.48    | Staffing              |
| Totals            |           |                         | £10,793.14 | £1,741.33 | £12,534.47 |                       |

**10. To consider and authorise those invoices received in January and February still outstanding:**

| Date       | Cheque No | Payee                    | Ex VAT    | VAT      | Total      | Details                 |
|------------|-----------|--------------------------|-----------|----------|------------|-------------------------|
| 18/05/2023 | 2303      | BMKALC                   | £ 45.00   | £ -      | £ 45.00    | Training course         |
| 18/05/2023 | 2304      | Downley Day Committee    | £ 35.00   | £ -      | £ 35.00    | Pitch for library       |
| 18/05/2023 | 2305      | The Chiltern Society     | £ 211.00  | £ -      | £ 211.00   | Annual path clearance   |
| 22/05/2023 | 2308      | Aubergine 262 Ltd        | £ 329.00  | £ 65.80  | £ 394.80   | Website renewal         |
| 30/05/2023 | 2312      | AJGIBL                   | £2,476.77 |          | £ 2,476.77 | Insurance Renewal       |
| 30/05/2023 | 2313      | TBS Hygiene Ltd          | £ 120.00  | £ 24.00  | £ 144.00   | Dog waste bins          |
| 06/06/2023 | 2314      | Claritas Accountancy Ltd | £ 25.00   | £ 5.00   | £ 30.00    | Payroll fee             |
| 06/06/2023 | 2315      | KAD Gardening Services   | £3,129.25 | £ -      | £ 3,129.25 | Gardening in May        |
| 06/06/2023 | 2316      | C Knapman                | £ 30.98   | £ -      | £ 30.98    | Signage & Jubilee clips |
| 06/06/2023 | 2317      | Hunters Solicitors LLP   | £3,420.00 | £ 684.00 | £ 4,104.00 | Professional fees       |
| 08/06/2023 | DD        | Plusnet                  | £ 35.78   | £ 7.16   | £ 42.94    | Broadband               |
| 08/06/2023 | 2319      | M Lazenby                | £ 59.90   |          | £ 59.90    | Wine & bunting          |
| Totals     |           |                          | £9,917.68 | £ 785.96 | £10,703.64 |                         |

**11. To note the Clerks progress report** Attached

**12. To note the date and place of the next Meeting**  
**Tuesday 11<sup>th</sup> July 2023 at Downley Community Centre**

**13. Close of the Meeting**

**Giles Tandy**

Clerk to the Council 08/06/23