



## **Dormansland Parish Council**

Parish Clerk: Jacqui O'Sullivan  
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**Notice is hereby given that a meeting of Dormansland Parish Council will be held at 18.30 on Wednesday 7<sup>th</sup> June 2023 in the Centenary Rooms, Dormansland to transact the under mentioned business, which Councillors are summonsed to attend.**

**Signed:** *Jacqui O'Sullivan*  
Parish Clerk

**1<sup>st</sup> June 2023**

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## **AGENDA**

### **1. To receive and accept apologies for absence**

Please inform [parishclerk@dormansland.org.uk](mailto:parishclerk@dormansland.org.uk) if you are unable to attend.

### **2. Declarations of interest**

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

#### **Chair to suspend the meeting**

#### **Open Forum**

Thirty minutes are available for the public to express a view or ask a question on relevant matters on the agenda. Maximum of 3 minutes per person. If possible, the question will be answered immediately, otherwise a written reply will be given within 10 working days.

#### **Chair to re-open meeting**

### **3. Minutes**

**3.1** To approve the minutes (previously distributed) of the 256<sup>th</sup> Full Council Meeting, held on 17<sup>th</sup> May 2023 & the Annual Meeting, also held on 17<sup>th</sup> May 2023 and the Annual Parish Assembly Meeting held on 25<sup>th</sup> May 2023.

**3.2** To receive the minutes of the meeting held by the Planning Committee, held on 17<sup>th</sup> May 2023.

**4. To receive the Clerks Report**

**5. To receive reports from Councillors**

**6. To receive reports from District & County Councillors**

**7. Accounts/Finance**

**7.1** Members to approve payments:

Invoices received for payment to date 31 <sup>st</sup> May 2023 (not paid)				VAT
21 <sup>st</sup> May 2023	Jacqui O'Sullivan	Annual Parish Assembly drinks /snacks	Lidl £1.35 Home Bargains £17.73 Waitrose £11.90 Coop £11.40	£2.33
21 <sup>st</sup> May 2023	HSBC	Bank charge £5 a month for May 2023	£5.00	
21 <sup>st</sup> May 2023	SCC Admin	Pension for Jacqui O'Sullivan May 23	£253.24 Employer contribution	
21 <sup>st</sup> May 2023	O2	Mobile Phone	£4.10 Direct Debit	£00.82
21 <sup>st</sup> May 2023	Jacqui O'Sullivan	Clerk May 23 Salary	£1001.00	Incl. 24.5 hours OT agreed for April 2023
21 <sup>st</sup> May 2023	HMRC	Tax & NI for May 23	£384.92	
21 <sup>st</sup> May 2023	SCC Admin	Pension contributions for Jacqui O'Sullivan May 23	£75.70 Employee Contributions	
21 <sup>st</sup> May 2023	Adam Neill	6' strim around village	£350.00	

21 <sup>st</sup> May 2023	Jacqui O'Sullivan	Working from home for June 2023	£40.00	
25 <sup>th</sup> May 2023	Adam Neill	Wilderwick Tirangle	£50.00	
24 <sup>TH</sup> May 2023	Mulberry & co	Internal Audit	£266 + VAT	£53.28
25 <sup>th</sup> May 2023	Fairtrade	Wine for APA	£45.00	
31 <sup>st</sup> May 2023	Memorial Hall	Room Hire for APA	£60.00	

**Any invoices received after the published agenda date but before the meeting date may be added for approval at the meeting.**

**7.2** Members noted the bank reconciliation and cash books for period to 31<sup>st</sup> May 2023

<b>HSBC COMMUNITY ACCOUNT &amp; BMM ACCOUNTS</b>			
Balance per bank statement as at 31 <sup>st</sup> May 2023			
Community Account	£33,527.95		
BMM Account	£91,605.32		

At this meeting the clerk will also present the reconciliation of accounts up to 30<sup>th</sup> April 2023.

**7.3 Approve and sign off end of year accounts 2022\_2023 & Internal Audit Report.**

**7.4 approve Notice of Public Rights to be published on website on 8<sup>th</sup> June with AGAR.**

**7.5 Approve and sign & date AGAR section 1.**

**7.6 Approve and sign & date AGAR section 2.**

**7.7 Approve & sign off all AGAR documents for submission to PKF Littlejohn.**

**7.8 Paid invoices to sign off.**

**7.9 HSBC mandate – update**

**8.Clerks overtime hours in May 2023 to be agreed.**

**9. GRANT APPICATIONS:**

- Meals on Wheels application £1000
- Lingfield Minibus - £300
- Dormansland PTA - £1000 (requested £4600 on form)
- Dormansland Carnival - £500
- Dormansland Baptist Church – Graveyard - £1000
- Village Voice - £200

**10. INSPECTION OF ASSETS** – All Councillors to advise on their last inspection of assets.

**11. GRASS CUTTING** – Cllr Bright

**12. RECREATION GROUND** – planning of working party to work on proposals to TDC – Cllr Hutchinson

**13. TANDRIDGE ELECTORAL BOUNDARY REVIEW** – Any action required following email with consultation invitation – Clerk

**14. DEFIBRILLATOR TRAINING** – allocation of responsibilities for 17<sup>th</sup> June / Refreshments – Identify who is available on the day to set up.

**MEETING CLOSED TO PUBLIC**

**14. CLERK CONTRACTED HOURS** – management of work – Cllr Taylor

**15. DATE OF NEXT MEETING**

Full Council on Wednesday, 5<sup>th</sup> July 2023 at 18.30 in The Centenary Rooms, Dormansland.