



Dormansland Parish Council

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Notice is hereby given that the 263rd meeting of Dormansland Parish Council will be held at 18.30 on Wednesday 3rd January 2024 in the Centenary Rooms, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Jacqui O'Sullivan*
Parish Clerk

28th December 2023

AGENDA

1. To receive and accept apologies for absence

Please inform 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 262nd Full Council Meeting, held on 6th December 2023.

3.2 To receive the minutes of the meeting held by the Planning Committee, held on 13th December 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 st December 2023				VAT
31 st Dec 2023	Unity Trust Bank	Bank charge £6 for December 2023	£10.57 (part Nov & Dec)	31.12.23 Direct debit
21 st Dec 2023	SCC Admin	Pension for Jacqui O'Sullivan Dec 23	£331.43 Employer contribution	Paid 21.12.23
21 st Dec 2023	O2	Mobile Phone	£7.50 + VAT	£1.50 Direct Debit
21 st Dec 2023	Jacqui O'Sullivan	Clerk Dec 2023 Salary	£1526.32	Includes 24.5 hours - OT agreed for Nov 2023 /18.5 hours for CILCA agreed. Paid 21.12.23
21 st Dec 2023	HMRC	Tax & NI for Dec 23	TAX £144.20 NI £252.72 Total £396.92	Paid 21.12.23
21 st Dec 2023	SCC Admin	Pension Dec 23 contributions for Jacqui O'Sullivan	Employee Contributions £102.99	Paid 21.12.23
31 st Dec 23	Jacqui O'Sullivan	Working from home Jan 2024	£40.00	
6 th Dec 23	DM Payroll	Oct 23 to March 24	£60.00	
17 th Dec 2023	Adam Neill	Bus Shelter revamp	£250.00	
19 th Dec 2023	London Hearts	Defibrillator for The Old House at Home	£750.00 + VAT	£150.00 Paid 19.12.23
31 st December 2023	Realise Futures	Memorial Bench	£700.99 + VAT	£140.20
31 st December 2023	ICO subscription	Information Commissioners off	£35.00	Direct Debit on 12.01.24
3 rd January 2024	Nick Dance Agricultural	Footings for Memorial bench	£516.00 + VAT	£103.20

Receipts in December 2023				
08.12.23	Sarah Baxter	Memorial bench footings	£619.20	To Unity Trust Savings account
14.12.23	Sarah Baxter	Memorial bench	£845.00	To Unity Trust Savings account
27.12.23	Locality NP grant process	Neighbourhood Plan Grant	£3094.00	Into Unity Trust Current account.
04.12.23	HSBC	Compensation for transfer hiccup	£100.00	To HSBC savings account.

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 31st December 2023

Balance per bank statement as of 31st DEC 2023			
HSBC Community Account	£00.000	Closed account 01.11.23	
HSBC BMM Account	£92,709.46		
Unity Trust Bank Current Account	£4198.28		
Unity Trust Bank Instant Access Savings Accounts	£27,407.80		

7.3 Approve and sign off December 2023 month end figures - Current & Savings accounts and sign bank statements.

7.4 Paid invoices to sign off for December 2023

7.5 PRECEPT agreement and sign off of document. **DECISION.**

7.6 RENEWAL OF SLCC membership (MARCH 2024) – **DECISION.**

8. DEFIBRILLATORS

8. 1 The Parish Rooms – change of site to Centenary Rooms to be discussed – **DECISION.**

09. MEETING DATES FOR 2024 - Schedule of dates to be agreed for the remainder of year / Venue for APA. – **DECISION.**

10. NEIGHBOURHOOD PLAN UPDATE:

- Agree Terms of Reference / Constitution for NP working group. **AGREEMENT.**
- Agree proposal for schedule of Strategy times schedule for NP working group. **AGREEMENT.**
- Agree initial draft changes to 2018 NP document for submission to TDC Planning to review.

11. VENUE FOR MEETINGS – **DECISION.**

- **The Baptist Church** - £15 for first hour and £10 ph thereafter.
- **Claridge House** – £25 per session (£30 if refreshments required but self service)

- **Memorial Hall** - £15 per hour

12. STRATEGIC PLAN REVIEW – Review schedule and plan for new projects scheduled 2024.

13. GRANT POLICY – review grants policy for new financial year – **DECISION.**

14. FOOTPATH REVIEW – SCC footpath review response (email sent to Councillors in advance) – **DECISION.**

15. FIRST AID COURSE – Dates offered by Young Epilepsy 27.01.24 or 3.02.24 - £110 + VAT for 4-8 people or £150 + VAT for 1-4 people. (email sent to Councillors in advance) – **DECISION.**

16. DATE OF NEXT MEETING

- Full Council on Wednesday, 7th February 2024 at 18.30 – **VENUE to be confirmed.**
- Agenda items for next meeting – any recommendations?

CLOSE MEETING

CLERKS Contract Addendum – Personnel Committee to put forward changes.