



Dormansland Parish Council

Parish Clerk: Steven Rees
 Address: PO Box 335, Lingfield, RH7 9BP
 Tel: 07395 323456
 Email: parishclerk@dormansland.org.uk
 Website: www.dormansland.org.uk

MINUTES OF THE TWENTY FOURTH ANNUAL MEETING OF DORMANSLAND PARISH COUNCIL HELD ON WEDNESDAY 6th MAY 2026 AT 18.35 at Dormansland Baptist Church Hall.

Members present:

Cllr. Cheryl Roux
 Cllr. David Bright
 Cllr. Hilary Taylor
 Cllr. Keith Coleman
 Cllr. Richard Dandy

Also in Attendance:

Cllr. Sir Nicholas White
 Cllr. Lesley Steeds
 Cllr. Nicola O’Riordan

Members of the public present:

Five members of the public present

| | |
|---|---|
| 1 | Election of Chair and to sign the Declaration of Acceptance of Office: In accordance with previous rotation of the Chair position Cllr Dandy submitted his written resignation as Chair. Cllr Roux was nominated for position of Chair for the Annual meeting, the following Full Council Meeting and the ensuing month. Following a unanimous vote it was resolved that Cllr Roux to carry the position of Chair as nominated above. |
| 2 | Election of Vice Chair and to sign the Declaration of Acceptance of Office: Cllr Bright was nominated as Vice Chair. Following a unanimous vote it was resolved that Cllr Bright be Vice Chair for the coming year, except for the Month that he would take the position of Chair when Cllr Coleman would undertake the role as Vice Chair. |
| 3 | Apologies for absence – No apologies for absence have been received. |
| 4 | Declarations of Interest – No declarations of interest were disclosed. |
| 5 | Appointment of Internal Auditors – It was resolved to re-appoint Mulberry Local Authority Services as Internal Auditors for the Council year to 31 st March 2027 and agree their hourly rate of £80/hour, a 6.67% increase on this year. |
| 6 | Review Committee structures and appoint Councillors to Committees, working parties - The following Committee structures, working parties and Councillor appointments were AGREED : <ul style="list-style-type: none"> • 9.1 - Planning Committee – Cllr. David Bright (CHAIR), Cllr. Richard Dandy (VICE CHAIR), Cllr. Cheryl Roux, Cllr Hilary Taylor, Cllr Keith Coleman- subject to the monitoring officer confirming to the clerk that this composition is acceptable. Planning training was also requested for any Councillor who is not trained. Clerk Action • 9.2 - Personnel Committee – Cllr. Hilary Taylor (CHAIR), Cllr. Cheryl Roux (VICE CHAIR), Cllr. Keith Coleman. • 9.3 Neighbourhood Plan working group – Cllr. David Bright, Cllr. Cheryl Roux, Liz Lockwood & Alison Hutchinson |

| | |
|----|---|
| 7 | <p>Appoint Councillors to serve as representatives of the Parish Council on the following outside bodies: The following were AGREED unanimously:</p> <ul style="list-style-type: none"> • 10.1 - Surrey Association of Local Councils – No appointment deemed necessary • 10.2 - CAGNE/Gatwick Airport issues – No appointment deemed necessary |
| 8 | <p>To review and determine bank mandates for all bank accounts held – Approved. Clerk asked to action the closure of the HSBC BMM account as soon as possible.</p> |
| 9 | <p>To review the Council insurance policy and discuss/decide on alterations - The ZURICH renewal quotation was £1,197.34. RESOLVED: Members confirmed approval of insurance cover with Zurich Municipal for the next year subject to a likely reduction in premium due to less assets being insured.</p> |
| 10 | <p>To resolve the following documents/policies have been read and agreed by all council members:</p> <ul style="list-style-type: none"> • 15.1 - Risk Assessment – Resolved • 15.2 - Code of Conduct – Resolved • 15.3 - Complaints Procedure – Resolved • 15.4 – IT and email policy – Resolved • 15.5 - Document Retention and Disposal Policy – Resolved • 15.6 - Information and Data Protection Policy –Resolved • 15.7 - Grants and Donations Policy – Resolved • 15.8 - GDPR Website and Privacy Notice – Resolved • 15.9 - Co-option Policy – Resolved • 15.10 – Memorial Asset Policy – Resolved • 15.11 – Transparency Policy – Publication Scheme – Resolved • 15.12 – Health & Safety Policy – Resolved • 15.13 – Equality & Diversity Policy – Resolved • 15.14 – Standing Orders – Resolved • 15.15 – Financial Regulations - Resolved |
| 11 | <p>Consideration of Chair’s and Members’ Allowance for ensuing year – Allowances declined by all Members</p> |
| 12 | <p>To confirm all Members give their consent to receive summonses and all correspondence electronically - Confirmed</p> |

Meeting concluded at 19.00

| | |
|------------------------------------|---------------|
| Signed as a correct record: | Dated: |
|------------------------------------|---------------|