



## Dormansland Parish Council

Parish Clerk: Jacqui O'Sullivan  
Address: Parish Office, 129 Station Road,  
Lingfield, Surrey RH7 6DZ  
Tel: 07395 323456

Email: [parishclerk@dormansland.org.uk](mailto:parishclerk@dormansland.org.uk)

Website: [www.dormansland.org.uk](http://www.dormansland.org.uk)

**Notice is hereby given that the 265<sup>th</sup> meeting of Dormansland Parish Council will be held at 18.30 on Wednesday 6<sup>th</sup> March 2024 in the Baptist Church, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.**

Signed: *Jacqui O'Sullivan*  
Parish Clerk

**29<sup>th</sup> February 2024**

---

### 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 264<sup>th</sup> Full Council Meeting, held on 7<sup>th</sup> February 2024.

**3.2** To receive the [minutes](#) of the meeting held by the Planning Committee, held on 14<sup>th</sup> February 2024.

#### 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 28 <sup>th</sup> February 2024				VAT
29 <sup>th</sup> Feb 2024	Unity Trust Bank	Bank charge £6 for Feb 2024	£6 (Feb 2024)	29.02.24 Direct debit
21 <sup>st</sup> Feb 2024	Salaries for February 2024		£1302.66	Paid 21.02.24
21 <sup>st</sup> Feb 2024	O2	Mobile <a href="#">Phone</a>	£7.50 + VAT	£1.50 Direct Debit
21 <sup>st</sup> Feb 2024	Jacqui O’Sullivan	<a href="#">Expenses</a> – mileage for trips to Oxted for HSBC x 4	£28.80	
26 <sup>th</sup> Feb 2024	HSBC	Charge for transfer to Unity Trust bank <b>‘See on statement’</b>	£40.00	BACS

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 29<sup>th</sup> February 2024

Balance per bank statement as of 29 <sup>th</sup> Feb 2024			
HSBC BMM Account	£47,972.26		
Unity Trust Bank Current Account	£ 2,215.73		
Unity Trust Bank Instant Access Savings Accounts	£67,907.80		

7.3 Approve and sign off Feb 2024 month end figures - Current & Savings accounts and sign bank statements.

7.4 Paid invoices to sign off for Feb 2024.

7.5 Updated budget vs actual spending to End Feb 2024.

7.6 Zurich settlement figure to be accepted: £1429.59 **DECISION.**

- Order new bench to replace demolished one. £407.66 + VAT GE Views or £661.99 + VAT Realise Futures. **DECISION.**
- Instruct removal of old bench and footings. £200 Adam Neill or £220 Lingstead **DECISION**

- **Instruct new footings to be place for replacement bench. £619.20 incl VAT or Lingstead £ DECISION.**
- 7.7 Review of Grant Application for Youth Hub with updated information** - anticipated Summer start & consideration of Lingfield minibus contract – **DECISION**
- 7.8 Asset Register updated** – agree updates for insurance / **AGAR** audit purposes – **DECISION.**
- 7.9 Defibrillator email reply to St John’s** – agreement to response to St John’s - **DECISION**
- 8. ANNUAL PARISH ASSEMBLY** – update on submissions for report (circulated 27.02.24) / agree **agenda** & timings of evening /print **posters** A3 to advertise in village (clerk to laminate?) **DECISION.**
- 9. HEALTH & SAFETY POLICY** – update from Cllr. Lockwood re: proposed changes. **H&S** policy. **DECISION.**
- 10.1** Proposal from Worknest for H&S service **quotation** – for discussion – **DECISION**
- 10. GRANT POLICY** – Cllr. Roux / Cllr. Coleman to discuss proposed changes.
- 11. NEWHACHE MEMORIAL GARDEN** – review Cllr. Roux – **DECISION**
- 12. CORPORATE PLAN** – Survey deadline 17<sup>th</sup> March 2024 – **DECISION** - DPC TO SUMBIT COMMENTS.
- 13. DORMANSLAND GATEWAY** – Cllr. Bright – drawings / **proposal** to discuss. **DECISION**
- 14. CIVILITY & RESPECT PLEDGE** – DPC to discuss signing up to the **charter** **DECISION.**
- 15. DATE OF NEXT MEETING**
- Full Council on Wednesday, 3<sup>rd</sup> April 2024 at 18.30 – **The War Memorial Hall, Plough Road, Dormansland.**
  - Agenda items for next meeting – any recommendations?

**MEETING CLOSED TO PUBLIC**

- 1. Training hours**
- 2. HR support**
- 3. Business continuity**
- 4. Payroll company**
- 5. Clerks Contract**