



Dormansland Parish Council

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Notice is hereby given that the 267th meeting of Dormansland Parish Council will be held at 18.30 on Wednesday 3rd April 2024 in the Jubilee Room at The Dormansland War Memorial Hall, Dormansland, Surrey RH7 6PS to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Jacqui O'Sullivan*
Parish Clerk

28th March 2024

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 265th Full Council Meeting, held on [6th March 2024](#) & 266th Extraordinary meeting held on [12th March 2024](#).

3.2 To receive the minutes of the meeting held by the Planning Committee, held on 6th March & 27th March 2024. These minutes were signed & approved at the respective Planning meetings.

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 March 2024				VAT
06.03.24	Unity Trust Bank	Bank charge £6 for March 2024	£6 (March 2024)	30.03.24 Direct debit
12.03.24	Salaries March 2024		£1344.59	22.03.24 BACS
06.03.24	O2	Mobile Phone	£7.50 + VAT	£1.50 Direct Debit
12.03.24	Jacqui O’Sullivan	Working from Home Allowance: £26 tax-free £14 taxable.	£40 Included in payroll	22.03.24 BACS
22.03.24	Rialtas	Earmarked reserves training. Agreed at FCM 4.10.23 (14).	£70 + VAT	£14.00 VAT
22.03.24	TVA	GRANT TO BEFRIENDING SCHEME	£850.00	BACS 21.03.24
20.03.24	GE Views (Gordon Ellis &Co)	Replacement Bench	£402.37	£80.47 BACS 21.03.24
25.03.24	Adam Neill	Bus Shelter Plough re-vamp	£250.00	BACS 25.03.24
25.03.24	Adam Neill	Removal of broken bench & concrete	£200.00	BACS 25.03.24
26.03.24	Memorial Hall	Room bookings for April & May 2024	£147.00	
27.03.24	Sensible PC solutions	Laptop health check, ESET hard-drive fix & set-up of Live drive cloud storage system	£100.00 £60 for annual Live-Drive subs /costs for services provided £40	

26.03.24	rCOH ltd – Neill Homer	Design Guide part payment	£3094.00	£618.80
26.03.24	SALC / NALC	Subscription for 2024/2025	£1151.84	
Receipts due in March 2024 (as of 27th March – monies not received as yet)				
30.03.24	Zurich	Bench claim settlement	£1429.59	
30.03.24	Zurich	Compensation for complaint handling	£100.00	

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 31st March 2024

Balance per bank statement as of 27th March 2024			
HSBC BMM Account	£48,108.42	INTEREST DUE ON 31.03.24	
Unity Trust Bank Current Account	£1837.70	Fees to be deducted 31.03.24	
Unity Trust Bank Instant Access Savings Accounts	£61,407.80	INTEREST DUE ON 31.03.24	

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

7.4 Paid invoices to sign off for March 2024.

7.5 Village Voice annual contribution payment to be agreed. Budgeted for £350. Payment in 2023/24 £192 for 6 issues (£32 per issue). DECISION.

7.6 Agree expenditure for mulch & labour costs for 50 trees in village – [£360](#) Adam Neill. DECISION.

8. ANNUAL PARISH ASSEMBLY REPORT – updates on Annual Report submissions (circulated prior to meeting) / fit to print. DECISION /discuss logistics of the evening as to who is responsible for what areas. DECISION.

9. LITTER PICK – date and co-ordinator to be agreed. DECISION.

10. GRIT BIN at ROYAL OAK. Agree to fill bin at Royal Oak. DECISION.

11. BUSINESS CONTINUITY PLAN [POLICY](#) + [DOC](#) – agree risk schedule & policy to put in place. DECISION.

12. HR resources – quotations to discuss /HR matters: DECISION.

- Peninsula [QUOTE](#) £2697.55pa (inclusive VAT)
- Worknest [QUOTES](#) - £1950 +VAT = £2340pa 3yr contract or £1700 +VAT = £2040pa 5yr contract
- Council HR & Governance Support [QUOTES](#) - £1200 +VAT = £1440pa 3yr contract / £1000pa +VAT = £1200pa 5 yr contract.

12.1 - Letter to SLCC – Agree Cllr. Taylor’s letter content to SLCC for sending. DECISION.

13. Gov.uk Email addresses for Council – to discuss and agree (email circulated). **DECISION.**

14. Biodiversity and Community Emergency & Resilience Surveys – to discuss and agree if DPC which to complete. **DECISION.**

15. Neighbourhood Plan admin hours - to discuss (already allocated to budget for 2023/24 under contingency & 2024/25 under Salaries agreed in Nov 2023 meeting) – Cllr. Taylor

16. Meeting room at Memorial Hall – to discuss – clerk. **DECISION.**

17. DATE OF NEXT MEETING

- **Annual Meeting on Wednesday 8th May 2024 at 18.00 – The Dormansland War Memorial Hall**
Followed by Full Council Meeting 8th May 2024 to agree financial matters only and any other urgent business.
- Agenda items for next meeting for June 2024– any recommendations?