



Dormansland Parish Council

Parish Clerk: Jacqui O'Sullivan
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Notice is hereby given that the 270th meeting of Dormansland Parish Council and will start at 18.30 on Wednesday 5th June 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

30th May 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 269th Full Council Meeting, held on 8th May 2024.

3.2 To receive the minutes of the meeting held by the Planning Committee, held on [8th](#) and 29th May 2024 (to be circulated by email on 31st May).

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 May 2024 | | | | VAT |
|-----------------------------------------------------------------|-------------------|--------------------------------------------------------|----------------------------------------------|---------------------------------|
| 31 st May 2024 | Unity Trust Bank | Bank charge £6 for May 2024 | £6 (March 2024) | 30.05.24 Direct debit |
| 22.05.24 | Salaries May 2024 | | £1691.35 | 22.05.24 BACS |
| 06.06.24 | O2 | Mobile Phone | £8.15 + VAT | £1.63 Direct Debit |
| 22.05.24 | Jacqui O’Sullivan | Working from Home Allowance: £26 tax-free £14 taxable. | £40 Included in payroll | 22.05.24 BACS |
| 31.05.24 | Memorial Hall | Room Hire for June 2024 FCM / Planning | £45.00 | |
| 14.05.24 | WorkNest Ltd | HR Contract for 1 Year | £1740.00 +VAT | £348 |
| 14.05.24 | WorkNest Ltd | HSBC Legal Expenses Insurance | £100.00 + £55 +VAT Admin fee | £11.00 |
| 14.05.24 | Jacqui O’Sullivan | Land Registry Search for DPC | £3.00 | |
| 20.05.24 | Zurich Municipal | Parish Council insurance | £1053.36 + VAT | £126.40 Paid 24.05.24 |
| 21.05.24 | Mulberry | Internal Audit | £136.25 + VAT | £27.25 |
| Receipts in May2024 | | | | |
| 31.05.24 | HSBC interest | Interest on savings | TBC | |

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 May 2024

| Balance per bank statement as of 30 TH May 2024 | | | |
|------------------------------------------------------------|------------|----------------------------------|--|
| HSBC BMM Account | £48,264.16 | Interest to be added on 31.05.24 | |
| Unity Trust Bank Current Account | £2008.57 | | |
| Unity Trust Bank Instant Access Savings Accounts | £84,686.20 | | |

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

7.4 Paid invoices to sign off for May 2024.

7.5 Approve and sign off [Annual Return](#) end of year accounts 2023_2024 & [Internal Audit Report](#).

7.6 Approve Notice of Public Rights to be published on website on [10th June 2024](#) with AGAR.

7.7 Approve and sign & date AGAR [section 1](#).

7.8 Approve and sign & date AGAR [section 2](#).

7.9 Approve & sign off all AGAR documents for submission to PKF Littlejohn, including variance report (circulated by email).

8. RECREATION GROUND – Update on design and progress of new developments.

9. FAIRTRADE EVENT – September 2024 – to discuss DPC taking a stand **DECISION**.

10. DORMANSLAND CONTINUITY PLAN – update on actions / recommendations.

- Document storage quotes (circulated by email) – to be discussed **DECISION**
- Document scanning & archiving quotes (circulated by email). **DECISION**
- DM payroll – individual to be decided on as named authority. **DECISION**
- Contact List – updated and circulated at Annual Meeting.

11. 1 WEST STREET – to discuss how best to proceed – **DECISION**.

12. ALLOWANCES FOR CHAIR & COUNCILLORS – update on allowance [available](#) and [regulations](#). **DECISION**.

13. CARD SPENDING [guidelines](#) /MULTIPAY CARD [form](#) to be agreed /2nd card holder to be agreed. **DECISION**.

14. PLANTERS – Cllr. Bright

15. NEIGHBOURHOOD PLAN [PROJECT PLAN & ESTIMATED COSTS](#) / DROP BOX – Discuss Cllr. Hutchinson’s circulated plan.

16. POLICIES: FINANCIAL REGULATIONS / COMPLAINTS agree working party to work through changes – **DECISION**.

17. TRAINING – PLANNING SUMMIT 10.07.24 – Clerk & Cllr. Hutchinson would like approval to attend training £65 + VAT PP - **DECISION**

18. DATE OF NEXT MEETING

- Full Council Meeting on Wednesday 5th July 2024 at 18.00 – Dormansland Memorial Hall, Plough Road, Dormansland.
- Agenda items for next meeting – any recommendations?