



## Dormansland Parish Council

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

30<sup>th</sup> May 2024

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### 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 269<sup>th</sup> Full Council Meeting, held on 8<sup>th</sup> May 2024.

**3.2** To receive the minutes of the meeting held by the Planning Committee, held on [8<sup>th</sup>](#) and 29<sup>th</sup> May 2024 (to be circulated by email on 31<sup>st</sup> 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 <sup>st</sup> May 2024				VAT
31 <sup>st</sup> 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	<a href="#">£8.15 + VAT</a>	£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	<a href="#">£45.00</a>	
14.05.24	WorkNest Ltd	HR Contract for 1 Year	<a href="#">£1740.00 +VAT</a>	£348
14.05.24	WorkNest Ltd	HSBC Legal Expenses Insurance	<a href="#">£100.00 + £55 +VAT Admin fee</a>	£11.00
14.05.24	Jacqui O'Sullivan	Land Registry Search for DPC	<a href="#">£3.00</a>	
20.05.24	Zurich Municipal	Parish Council insurance	<a href="#">£1053.36 + VAT</a>	£126.40 <b>Paid 24.05.24</b>
21.05.24	Mulberry	Internal Audit	<a href="#">£136.25 + VAT</a>	£27.25
31.05.24	Adam Neill	Tree pruning Strim around village	<b>£500.00</b>	
<b>Receipts in May2024</b>				
31.05.24	HSBC interest	Interest on savings	£79.52	

**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 <sup>TH</sup> 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 [10<sup>th</sup> 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 /2<sup>nd</sup> 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 3<sup>rd</sup> July 2024 at 18.300 – Dormansland Memorial Hall, Plough Road, Dormansland.**
- Agenda items for next meeting – any recommendations?