



Dormansland Parish Council

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Members of Dormansland Parish Council are summoned to the 23rd Annual Meeting of the Parish Council to be held at 18.00 on Wednesday, 8th May 2024 in The Dormansland War Memorial Hall, Plough Road, Dormansland RH7 6PS.

To be immediately followed by the ordinary meeting of the Parish Council (shortened meeting limited to financial decisions).

Jacqui O'Sullivan

Signed
Jacqui O'Sullivan – Parish Clerk

2nd May 2024

AGENDA

1	Election of Chairman and to sign the Declaration of Acceptance of Office
2	Election of Vice Chairman and to sign the Declaration of Acceptance of Office
3	Declaration of Acceptance of Office – All members to sign a Declaration of Acceptance of Office in relation to the Code of Conduct, based on the principles of public life set out in Section 27, Localism Act 2011
4	Declarations of Interest - Members to update their current entries in the Register of Members Interests
5	To receive Apologies for Absence
6	To receive and approve Minutes of the 22 nd Annual Meeting held on 17 th May 2023.
7	To review and appoint Councillors to committees, working parties and responsibilities <ul style="list-style-type: none">• Planning Committee• Personnel Committee• Neighbourhood Plan Working Group• Highways/drains• Footpaths/hedges• Consultations• Speedwatch• Village Consultation

8	<p>To review and appoint Councillors to serve as representatives of the Parish Council on the following outside bodies:</p> <ul style="list-style-type: none"> • Surrey Association of Local Councils • Lingfield & Dormansland Fairtrade • Allotments • GACC/Gatwick Airport issues
09	<p>To confirm the arrangements for insurance cover in respect of all insured risks</p>
10	<p>To review and approve payment of the following annual subscriptions:</p> <ul style="list-style-type: none"> • Surrey Association of Local Councils / NALC £1151.84 (paid on 04.04.24) • SLCC - £183.00 • Zurich Insurance – renewal cost - £1179.76 • Allotments - £500 • Satswana £180 • CAGNE - £10 • ICO - £40.00 • Worknest - £1750 + VAT
11	<p>General Power of Competence To resolve whether Dormansland Parish Council meets the relevant criteria and is eligible to use the General Power of Competence in accordance with the Localism Act 2011 ss 1 – 6.</p>
12	<p>To resolve the following documents/policies have been read and agreed by all council members:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations – NALC’s new Financial Regulation Guidelines are due imminently. Suggest we postpone review of financial regs until the new regs are published. • Risk Assessment • Code of Conduct • Complaints Procedure • List of Assets • Council’s procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 • Document Retention and Disposal Policy • Information and Data Protection Policy • Grants and Donations Policy - GRANT APPLICATION DATES to be agreed. <u>DECISION.</u> • GDPR Website and Privacy Notice
13	<p>To authorise the following regular monthly payments:</p> <ul style="list-style-type: none"> • Clerk’s Salary • Clerk’s pension with Surrey Pension Fund • HMRC (PAYE & NIC – paid monthly)
14	<p>To authorise annual payment agreed in budget:</p> <ul style="list-style-type: none"> • St Johns Church - £2000.00

15	Consideration of Chairman's Allowance for ensuing year
16	Consideration of Members' Allowance for ensuing year
17	Consideration of approved mileage allowance for ensuing year
18	To confirm approval of ordinary meeting schedule up to and including the next annual meeting of the full council
19	To confirm list of bank signatories & release of funds for payments.
20	To confirm appointment of internal auditor
21	To confirm that Members give their consent to receive summonses and all correspondence electronically

DPC ordinary meeting to follow on from Annual Meeting at approximately 19.30.