**Dormansland Parish Council**

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**Notice is hereby given that the 277th Full Council Meeting of Dormansland Parish Council will be held at 6.30pm on Wednesday 5th February 2025 in Baptist Church, High Street, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.**

**Signed: Dormansland Parish Council 30th January 2025**

**The meeting will be recorded for the purposes of accurate minute taking.**

**The recording will be erased once the minutes have been approved at Full Council**

**AGENDA**

**1. To elect a Chairperson to conduct the 277th Meeting of Dormansland Parish Council on 5th February 2025**

* 1. **To Appoint Minute taker/Clerk for the meeting**

**2. To receive and accept apologies for absence**Please inform the Clerk’s office if you are unable to attend.

**3.   Declarations of interest**

All members present are required to declare, at this point in the meeting or as soon as possible thereafter:

1. any Disclosable Pecuniary Interests (DPIs) and/or
2. other interests arising under the Code of Conduct in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Parish Clerk’ Office prior to the meeting
3. any changes to their circumstances which should be recorded on their Register of Interests.

**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**

**6. Clerk and RFO Recruitment:** Cllr Mrs Hilary Taylorto advise Full Council of the nominated person and to seek approval for the appointment. To Approve

**6.1** To agree the terms and conditions of the appointment. Employment Contract previously circulated. To Approve

**6.2.** To discuss and agree the available Pension Scheme options – To Agree

**7. Dormansland Neighbourhood plan:** Cllr Mr David Bright to provide an update. Final draft to be produced ready for Reg 1 and to get the DNP and Design Code to FCM for 5th March 2025 to agree.

Approval of further expenditure to progress the NP as follows:

£395 to create and host NP website for 3 years and £295 to create and host web version of Design Code for 3 years - see email 20/01/2025 from [leani@oneillhomer.co.uk](mailto:leani@oneillhomer.co.uk) which I will forward separately £3,990 estimate for consultancy support for latter stages of the NP process - see email 4/11/2024 from [leani@oneillhomer.co.uk](mailto:leani@oneillhomer.co.uk) which I will forward separately.

Mrs Alison Hutchinson has agreed to join the Neighbourhood Plan Steering Group/Working Party as a community representative.

**8.** **Unity Bank:** To update the progress of changes required;

Changes to be minuted to satisfy the banking regulation in order to make the required and necessary changes.

Unity Bank; Account – CurrentT1 20488521 and Instant Access - 20488534

Removal of all access to the account and to remove from the account: Mrs Jacqui O’Sullivan, Mrs Merran Convery.

To appoint Cllr Cheryl Roux as Key person

To approve the addition of the newly appointed Clerk/RFO as Key person

To appoint Cllr Roux to View and Upload payments

To Appoint Cllr David Bright to View and Upload payments

To agree that Cllr Keith Coleman, Cllr Hilary Taylor and Cllr Richard Dandy are to remain with View and Release payments access

To changes the Username on the account

To change the Dormansland Parish Council’s postal address from 129 Station Road Dormansland to P O Box 335, Dormansland, RH7 9BP To agree and To Approve All changes

**9.** Membership to SLCC is coming up for renewal, 01.03.2025 – 28.02.2026. This is the professional body associated with Clerks, providing them with support and various other incentives, memberships and discounts. The Clerk has the responsibility to pay this membership, however the Council has paid this in the past. The annual subscription is based on the Clerk/RFO salary of up to £20K per annum which equates to £190 per annum. To discuss and agree

**10.** To discuss and consider the services of the engagement of an ‘Advisor’ / ‘Project Manager’ for the additional work projects undertaken by DPC. Particular current projects Clerk/RFO training, Dormans Neighbourhood Plan, New Hache Jubilee, Memorial, Coronation project and any other projects that arise in the future. To discuss and agree

**11.** Adam Neill quote for redecoration/painting the bus shelter – TBA To Approve

**12. Flag:** Update on progress of new flag.

**13.** **Annual Parish Assembly**: Date agreed 24 April 2025. Clerk to liaise with DWMCH to agree speaker and a programme for joint event of Dormansland Parish Assembly and the Anniversary of the DWMCH. Annual Report - to be discussed, printing arrangements, size of programme etc.

**14.** Update on Councillor Co-option.

**15. Accounts/Finance**

Members toapprove payments  **Approve**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Invoices received for payment to date 01.02.2025 (not paid) | | | | |
| Community Heartbeat | Replacement defib pads | £63.95 | £12.79 | £76.74 |

**15.1.**  Members notedthe bank reconciliation and cash books for period

|  |  |  |  |
| --- | --- | --- | --- |
| **HSBC COMMUNITY ACCOUNT & BMM ACCOUNT** | | | |
| Balance as at 28.01.2025 | | | £64,971.21 |
| **UNITY BANK** | | | |
| Community Account |  |  | £293.25 |
| BMM Account |  |  | £72,276.30 |

**16.** **Date of next Meeting:**

Planning Committee on Wednesday, 5th March 2025 at 6.00pm at the Baptist Church

278th Full Council on Wednesday, 5th March 2025 at 6.30pm at the Baptist Church