



Dormansland Parish Council

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Notice is hereby given that the 280th Full Council Meeting of Dormansland Parish Council will be held at c8.00pm (immediately after the Annual Meeting) on Wednesday 7th May 2025 in Baptist Church Hall, High Street, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.

Signed: Dormansland Parish Clerk

30th April 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 280th Meeting of Dormansland Parish Council on 7th May 2025**
- 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:
 - (i) any Disclosable Pecuniary Interests (DPIs) and/or
 - (ii) 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
 - (iii) any changes to their circumstances which should be recorded on their Register of Interests
- 4. Approval of Minutes**
 - 4.1 Minutes of the Full Council Meetings – 2nd April 2025 to be agreed as accurate and signed by the meeting Chairperson.**

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

5. To receive (brief) reports

- 5.1 Report from the Clerk
- 5.2 Reports from Local Councillors
- 5.3 Reports from District and County Councillors

6. Accounts & Finance

- 6.1 RFO to report on activity since last meeting
- 6.2 Receipts and payments statement YTD v Annual Budget – review and sign
- 6.3 Receipts since last Full Council Meeting

Account	Date	Detail	Value
Unity Curr	04/04/25	Tandridge District Council – Precept	£28,700.00

6.4 Payments made since last Full Council Meeting – To be approved

Account	Date	Type	Payee	Ref	Gross	Net	VAT
Unity Curr	04/04/25	DD	O2 – Monthly Clerk mobile	INV26/01	£9.78	£8.15	£1.63
Unity Curr	04/04/25	BACS	CLlr David Bright – Tree weeding equipment	INV26/02	£52.00	£43.33	£8.67
Unity Curr	04/04/25	BACS	Adam Neill – Bus shelter repair and repaint	INV26/03	£250.00	£250.00	-
Unity Curr	16/04/25	BACS	HMRC – Tax & NIC on April wages EE's Tax £213.40 + EE's NI £1.55 + ER's NI £97.56	P30 HMRC 04/25	£312.51	£312.51	No VAT
Unity Curr	16/04/25	BACS	Adam Neill – Inspect and mulch tress	INV26/04	£470.00	£470.00	-
Unity Curr	16/04/25	BACS	RIALTAS – Annual software and support fee	INV26/05	£1,054.80	£879.00	£175.80
Unity Curr	16/04/25	BACS	Mulberry Local Authority Services – Clerk RIALTAS training	INV26/06	£184.56	£153.80	£30.76
Unity Curr	16/04/25	BACS	Dormansland War Memorial Hall – Hire for APA 24 April 2025	INV26/07	£52.50	£52.50	-
Unity Curr	24/04/25	BACS	St John's Church – Village Voice annual costs	INV26/08	£320.00	£320.00	-
Unity Curr	24/04/25	BACS	CLlr David Bright – Spare keys for padlock	INV26/09	£18.00	£15.00	£3.00
Unity Curr	24/04/25	BACS	Steven Rees – Clerk's wage April 2025 – Gross £1,067.40 + £26.00 WFH, less Tax/NI (£214.95)	Payslip 04/25	£878.45	£878.45	No VAT
Unity Curr	30/04/25	BACS	Andy Clare – The Print Room – APA Report	INV26/10	£75.00	£75.00	-
Unity Curr	30/04/25	BACS	Dormansland Primary School – Local Hero Award from Mr Milham	INV26/11	£100.00	£100.00	-
Unity Curr	30/04/25	CHG	Unity Bank – Mthly Service Charge	INV26/12	£6.00	£6.00	-

6.5 Invoices and future payments to be approved

Ref	Supplier	Detail	Gross	Net	VAT
INV26/13	Surrey Association of Local Council (SALC)	NALC £219.76 + SALC £965.20 annual fees – due 30 June 2025	£1,184.96	£1,184.96	-
INV26/14	Mulberry Local Authority Services	Year-end shut down service performed 10 th April 2025	£234.06	£195.05	£39.01
INV26/15	Mulberry Local Authority Services	Internal Audit 2024-25 performed 25 th April 2025	£278.52	£232.10	£46.42

6.6 Transfers between accounts since last Full Council Meeting

Date	From	To	Value
04/04/25	Unity Bank – Current Account	Unity Bank – Instant Access Savings Acc	25,000.00

6.7 Bank statements and reconciliations to 30th April 2025 to be tabled – reviewed and signed

Balances at 29th April 2025:

Unity Bank – Current Account £1,439.98

Unity Bank – Instant Access Savings Account £88,728.66

HSBC BMM Account £65,259.57

7. Dates of next meeting

7.1 Full Council Meeting – Wednesday 4th June – 6.30pm – War Memorial Hall – Jubilee Room

7.2 Planning Meeting – Wednesday 4th June – 6.00pm – War Memorial Hall – Jubilee Room