



Dormansland Parish Council

Parish Clerk: Steven Rees

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Members of Dormansland Parish Council are summoned to the 24th Annual Meeting of the Parish Council to be held at 18.30 on Wednesday 7th May 2025 in Dormansland Baptist Church Hall, High Street, Dormansland RH7 6PU.

To be immediately followed (approx. 20.00) by a Full Council Meeting abbreviated to essential matters only.

Steven Rees – Parish Clerk

30th April 2025

AGENDA

1	To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
2	To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office
3	To receive apologies for absence
4	To receive any declarations of interest from Members – Members are invited to declare disclosable pecuniary interests and other interests they may have in items on the agenda as required by Dormansland Parish Council Code of Conduct for Members and the Localism Act 2011
5	To approve Minutes of the 23 rd Annual Meeting held on 8 th May 2024.
6	To approve and adopt the revised Standing Orders for Dormansland Parish Council
7	To approve and adopt the revised Financial Regulations for Dormansland Parish Council
8	To appointment of internal auditor
9	<div>To review Committee structures and appoint Councillors to Committees, working parties and responsibilities<ul style="list-style-type: none">• 9.1 Planning Committee• 9.2 Personnel Committee• 9.3 Neighbourhood Plan Working Group• 9.4 Village Consultation</div>

10	<p>To appoint Councillors to serve as representatives of the Parish Council on the following outside bodies:</p> <ul style="list-style-type: none"> • 10.1 Surrey Association of Local Councils • 10.2 GACC/Gatwick Airport issues
11	To review the Council asset register
12	To review and determine bank mandates for all Bank accounts held.
13	To review the Council insurance policy and discuss/decide on alterations
14	To confirm Dormansland Parish Council does not meets the relevant criteria for General Power of Competence in accordance with the Localism Act 2011 ss 1 – 6 – unqualified Clerk.
15	<p>To resolve the following documents/policies have been read and agreed by all council members:</p> <ul style="list-style-type: none"> • 15.1 Risk Assessment • 15.2 Code of Conduct • 15.3 Complaints Procedure • 15.4 Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 • 15.5 Document Retention and Disposal Policy • 15.6 Information and Data Protection Policy • 15.7 Grants and Donations Policy • 15.8 GDPR Website and Privacy Notice • 15.9 Co-option Policy • 15.10 Memorial Asset Policy • 15.11 Transparency Policy • 15.12 Health & Safety Policy • 15.13 Equality and Diversity Policy
16	Consideration of Chair's and Members' Allowances for ensuing year
17	To confirm that Members give their consent to receive summonses and all correspondence electronically