



Dormansland Parish Council

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Minutes of the 266th meeting of Dormansland Parish Council held at 6.00pm on Tuesday 12th March 2024 in The Baptist Church, High Street, Dormansland.

Present: Cllr David Bright (Chair), Cllr Hilary Taylor, Cllr Keith Coleman, Cllr Liz Lockwood, Cllr Cheryl Roux, Cllr Richard Dandy

Parish Clerk: Jacqui O'Sullivan

In Attendance:

No members of the public were in attendance.

MINUTES

The meeting was recorded for the purpose of accurate minute taking.

1. To receive and accept apologies for the absence of: Apologies for absence were received from Cllr. Hutchinson.

2. Declarations of Interest: No declarations of interest were declared.

3. NEIGHBOURHOOD PLAN –

- **DESIGN GUIDE TECHNICAL SUPPORT** – It was agreed by Full Council that £4K from the election pot could be reallocated to fund the shortfall for the Technical Support for the Design Guide for the NP. Unanimous Decision. £3K from the Grant fund will make up the full fees for Technical Support.
- **TECHNICAL SUPPORT** – It was agreed that the contract should be given to the existing supplier, Neil Homer (ONH) who has previous experience with the Dormansland Parish.
ACTION: Clerk to advise Neil Homer that they have been successful in winning the contract / Cllr. Lockwood to negotiate with ONH to see if a more competitive price could be achieved.
- **REMAINING BUDGET NEEDED TO COMPLETE THE NP** – a forecast of costs was circulated prior to the meeting. Further discussions confirmed that that costs for delivering the consultation phase would be kept to a minimum and would hope to be kept within a budget of £1000. **ACTION: Clerk to update a forecast budget for this.**
- **REALLOCATION OF GRANT FUNDS WITH GROUNDWORK (LOCALITY)** – It was agreed that the NP grant fund should be re-allocate to the Design Guide Technical support costs and submitted to Groundwork as soon as possible. **ACTION: Clerk to arrange a meeting with Cllr. Lockwood to submit the re-allocation form.**

Cllr Bright departed the meeting and Cllr Taylor convened to chair the meeting.

4. HR SUPPORT – It was discussed that the Personnel Committee felt that they needed an HR support company to help with any queries in this area as and when they arise. It was agreed that 3 quotes should be obtained for this contract. **ACTION: Cllr. Dandy to get quotes from**

Worknest and find out if they are subcontracted by NALC for HR resources / investigate other companies that can provide this service for DPC. Agenda item for next meeting.

5. BUSINESS CONTINUITY – It was discussed that in the event that the Clerk was ill, procedures needed to be put in place for accessing data and that a policy should be drawn up accordingly.

ACTION: Cllr. Coleman to draft a policy / Clerk to update schedule of log-in details for various accounts and this should be given to the Chair of the Council.

Storage / Access to documents was also discussed as archived documents are currently in one location, present documents are currently at the Clerks premises and these need to be secure but accessible in an emergency. **ACTION: Clerk to investigate costs for using the Community Centre for storage of everyday aged documents and other companies for long term secure storage for the archived documents.**

6. PAYROLL COMPANY – it was decided that The Council would stay with DM Payroll but with the assurance that there would be one named Councillor who had access to BrightPay for viewing documents and in the event of an emergency, the named person (Chair of the Council) would be able to access payroll. **ACTION: Clerk to set up the named person for access.**

7. Next Meeting: Full Council on **Wednesday, 3rd April 2024 at 18.30 – The War Memorial Hall, Plough Road, Dormansland.**

The meeting was terminated for the closed section.

Training Hours CILCA: It was discussed and agreed that the Clerk will continue at her own pace with CILCA to the point of submission of Unit 2 comprising of 5 learning outcomes. Once this has been achieved, the council would assess what remuneration per learning outcome would be payable bearing in mind that 55.5 hours OT has already been paid. At this point, the Clerk will decide if she wishes to continue with the studying or not. A review will be had at this time.

It was agreed that the letter drafted to SLCC (circulated by email) would not be sent at this stage as was not appropriate at this time. However, The Council will re-draft a more general letter to be sent asking questions regarding: the pass / failure statistics, dropout rate statistics, their policies for offering alternative learning styles for neuro-divergent individuals, tutor support and why only 6 months of 12-month course? **ACTION: Cllr Taylor to draft a new letter for agreement prior to sending.**

General Hours / Contract: Cllr Taylor presented the figures the Clerk had provided on the information of overtime undertaken in 2023 and put to vote whether the contracted hours should be increased for the Clerk from 14 to 17 hours per week. It was decided not to increase the hours and to keep them at 14 hours a week with the request that foreseeable additional hours be advised to The Chair of the Personnel Committee in advance of them happening. **ACTION: Clerk to advise of additional hours in advance where possible.**

It was agreed that the Clerk would be paid for additional hours for the extraordinary meeting and the work associated with this i.e. Actions. It was agreed that 7 hours OT would be paid. **ACTION: Clerk to amend April payroll + 7 hours.**

Cllr. Roux wished to have a document showing the annual statutory duties, month by month. **ACTION: Cllr. Roux to arrange a meeting with the Clerk to discuss duties document.**

Clerks contract was not discussed.

The meeting closed at 20.15

MINUTES CONFIRMED AS A CORRECT RECORD:

DATED

SIGNED: (CHAIR)

DRAFT