



## Dormansland Parish Council

Tel: 07395 323456

Email: [Parishclerk@dormansland.org.uk](mailto:Parishclerk@dormansland.org.uk)

Website: [www.dormansland.org.uk](http://www.dormansland.org.uk)

**Minutes of the 268<sup>th</sup> Extraordinary meeting of Dormansland Parish Council held at 8pm on Thursday 25<sup>th</sup> April 2024 in The Dormansland War Memorial Hall, Dormansland.  
CLOSED MEETING**

**Present:** Cllr Alison Hutchinson (Chair), Cllr Keith Coleman, Cllr Liz Lockwood, Cllr Cheryl Roux, Cllr Richard Dandy, Cllr David Bright.

**Parish Clerk:** Jacqui O'Sullivan

**In Attendance:**

No members of the public were in attendance.

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### MINUTES

**1. To receive and accept apologies for the absence of:** Apologies of absence were received by Cllr. Hilary Taylor.

**2. Declarations of Interest:** Declarations of interest were declared by Cllr. Dandy in that his company have used Worknest but he has no affiliation with the company otherwise.

**3. Proposal from Worknest for HR and Health and Safety services contract.**

Worknest provided a revised quote having discussed this matter at the previous FC meeting. It was decided at the last meeting that Worknest were the better candidates for the contract due to their experience with the Council sector.

**Professional services support:** After discussions, it was a unanimous decision that DPC would not take up the Health and Safety contract, but all were in favour of adopting the HR support. The new contract for Employment Law / HR Fixed Fee Service exclusive of VAT would be £1850 per annum with a discount of £100 (stated on revision email) based on 24-month support agreement (with 12-month break clause) so £1750 per annum + VAT. It was resolved to use some of the unspent funds from earmarked Election costs.

**Legal expenses optional extra** – All Councillors were in favour of taking up the additional legal expenses' premiums for both employment claims (£16.25 per person per annum) and Health and safety (£3.50 per annum per person). There is also an administrative fee for the legal insurance of £55 + VAT per annum.

**ACTION:** Clerk to advise Worknest that we wish to adopt the HR services contract plus the Legal expenses policies. Clerk to budget plan for these costs for the 2025 budget.

**4. DATE OF NEXT MEETING**

Annual Meeting on Wednesday 8<sup>th</sup> May 2024 at 18.00 – The Dormansland War Memorial Hall - Followed by Full Council Meeting 8<sup>th</sup> May 2024 to agree financial matters only.

**MINUTES CONFIRMED AS A CORRECT RECORD:**

**DATED**

**SIGNED: (CHAIR)**

268<sup>th</sup> Extraordinary FC Meeting on 25<sup>th</sup> April 2024