



Dormansland Parish Council

Parish Clerk – Lisa Liggins
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Minutes of the 19th Annual Meeting of Dormansland Parish Council held at 7.00pm on Wednesday 15 May 2019 in the Parish Rooms, The Platt, Dormansland

Members present:

Councillor Mrs Maureen Young
 Councillor Mr Harry Fitzgerald
 Councillor Mr David Bright
 Councillor Mrs Dawn Cook
 Councillor Mrs Judy MacKenzie-Dunn
 Councillor Mrs Susan Calamassi

Also in Attendance:

The Clerk

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| 1 | <p>Election of Chairman and to sign the Declaration of Acceptance of Office Councillor Mrs Maureen Young put herself forward as Chairman for the ensuing year. This was seconded by Councillor Mr Harry Fitzgerald and there being no other nominations Councillor Mrs Maureen Young was unanimously elected as Chairman. This being her 3rd year as the Chairman of DPC. The Chairman and Clerk signed the Declaration of Acceptance of Office RESOLVED that Councillor Mrs Maureen Young be elected Chairman for the ensuing year.</p> |
| 2 | <p>Election of Vice Chairman and to sign the Declaration of Acceptance of Office Councillor Mrs Young proposed Councillor Mr Fitzgerald as Vice Chairman for the ensuing year. This was seconded by Councillor Mrs Maureen Young and there being no other nominations, Councillor Mr Fitzgerald was unanimously elected as Vice Chairman. The Vice Chairman and Clerk signed the Declaration of Acceptance of Office RESOLVED that Councillor Mr Fitzgerald be elected as Vice Chairman for the ensuing year.</p> |
| 3 | <p>Declaration of Acceptance of Office All members signed a Declaration of Acceptance of Office in relation to the Code of Conduct, based on the principles of public life set out in Section 27, Localism Act 2011.</p> |
| 4 | <p>Declarations of Interest Members reviewed their current entries in the Register of Members Interests and updated as appropriate.</p> |
| 5 | <p>To receive Apologies for Absence Apologies were received and accepted from Councillor Mr Guy Kaiser-Davies</p> |
| 6 | <p>To receive and approve Minutes of the 18th Annual Meeting held on 2nd May 2018 It was RESOLVED that the minutes of the 18th Annual Meeting held on 2nd May 2018, previously circulated, be signed as a true record. The minutes were signed by the Chairman.</p> |

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| 7 | <p>To review and appoint Councillors to committees, working parties and responsibilities The following appointments were AGREED unanimously:</p> <ul style="list-style-type: none"> • Planning Committee – Joint responsibility of all Councillors • Neighbourhood Plan – To review throughout the year • Highways – Councillor Mr Bright • Footpaths/hedges – Councillor Mrs MacKenzie-Dunn • Consultations - Joint responsibility of all Councillors • Allotments – Councillor Mr Kaiser-Davies • Hub Project – To be removed • Speedwatch – Marita Saffrey • Review of the Effectiveness of Internal Control – Councillor Mr Kaiser-Davies |
| 8 | <p>To review and appoint Councillors to serve as representatives of the Parish Council on the following outside bodies: The following appointments were AGREED unanimously:</p> <ul style="list-style-type: none"> • Surrey Association of Local Councils - Councillor Mr Fitzgerald • Community Care – Councillor Mrs Young • Lingfield & Dormansland Fairtrade – Councillor Mrs Young • GACC/Gatwick Airport issues – Councillor Kaiser-Davies • Lingfield Library Committee – Councillor Mrs Young • Trustees of the Lingfield Guest House – Councillor Mrs Cook • St John’s Church Graveyard – Councillor Mrs Calamassi • Sure Start – To review throughout the year |
| 9 | <p>To appoint representatives on the following bodies:</p> <ul style="list-style-type: none"> • HWCAAG – Councillor Mr Kaiser-Davies and Jane Vogt • Lingfield United Trust – To be removed |
| 10 | <p>Arrangements for insurance cover in respect of all insured risks RESOLVED to confirm approval of insurance cover with Zurich Municipal for the next year.</p> |
| 11 | <p>To review and approve payment of the following annual subscriptions: RESOLVED to renew the following subscriptions for 2019/2020:</p> <ul style="list-style-type: none"> • Surrey Association of Local Councils • SLCC • Zurich Insurance • Surrey County Playing Fields Association • GACC • Satswana • UBE |
| 12 | <p>General Power of Competence It was RESOLVED that Dormansland Parish Council do not currently meet the relevant criteria and not eligible to use the General Power of Competence in accordance with the Localism Act 2011 ss 1–6. The Clerk is starting her CiLCA qualification in June 2019.</p> |

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| 13 | <p>Policies and Documents</p> <p>To resolve the following documents/policies have been read and agreed by all council members: It was RESOLVED that the following policies and documents of the Parish Council had been updated as appropriate and circulated in advance and were APPROVED by all council members for adoption:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Orders • Risk Assessment • Statement of Internal Control • Annual Review of Effectiveness of Internal Audit • Code of Conduct • GDPR Website and Privacy Notice • Complaints Procedure • List of Assets • Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 • Document Retention and Disposal Policy • Information and Data Protection Policy • Defensive Discretions Policy |
| 14 | <p>Monthly Payments</p> <p>RESOLVED to authorise the following regular monthly payments:</p> <ul style="list-style-type: none"> • Clerk's Salary • Clerk's pension with Surrey Pension Fund • Clerk's expenses • HMRC (PAYE & NIC - paid quarterly) |
| 15 | <p>Consideration of Chairman's Allowance for ensuing year</p> <p>Members AGREED the Chairman's allowance of £200 for the ensuing year.</p> |
| 16 | <p>Consideration of Members' Allowance for ensuing year</p> <p>Councillors Mr Fitzgerald, Mr Bright and Mrs Cook AGREED to claim allowances of £50 for the ensuing year. Councillors Mrs MacKenzie-Dunn and Councillor Mrs Calamassi AGREED not to claim allowances for the ensuing year.</p> |
| 17 | <p>Consideration of approved mileage allowance for ensuing year</p> <p>The mileage allowance of 45p per mile was APPROVED.</p> |
| 18 | <p>To confirm approval of ordinary meeting schedule up to and including the next annual meeting of the full council</p> <p>RESOLVED to confirm approval of the meetings schedule.</p> |
| 19 | <p>To confirm list of bank signatories</p> <p>The list of cheque signatories were AGREED as follows: Councillors Mrs Young, Mr Kaiser-Davies, Mr Fitzgerald and The Clerk</p> |
| 20 | <p>To confirm appointment of internal auditor</p> <p>RESOLVED to confirm Mr Peter James as Internal Auditor.</p> |

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| 21 | To confirm that Members give their consent to receive summonses and all correspondence electronically. RESOLVED to confirm that Members give their consent to receive summonses electronically. |
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Meeting of the Parish Council followed at 7.30pm

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| <p>Signed as a correct record:</p> <p>Dated:</p> |
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