



Dormansland Parish Council

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Members of Dormansland Parish Council are summoned to a virtual meeting of the 20th Annual Meeting of the Parish Council to be held at 7pm on Wednesday 5 May 2021 via the Zoom platform (as permitted by emergency legislation which came into force on 4th April 2020 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020').

Instructions for joining the meeting will be supplied.

To be immediately followed by the ordinary meeting of the Parish Council

Signed

28 April 2021

Lisa Liggins, Parish Clerk

Please note that this meeting may be recorded to assist in accurate minute taking only

AGENDA

1	Election of Chairman and to sign the Declaration of Acceptance of Office
2	Election of Vice Chairman and to sign the Declaration of Acceptance of Office
3	Declaration of Acceptance of Office – All members to sign 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
4	Declarations of Interest - Members to update their current entries in the Register of Members Interests
5	To receive Apologies for Absence
6	To receive and approve Minutes of the 19 th Annual Meeting held on 15 th May 2019 (meeting postponed in 2020 due to Coronavirus)
7	To review and appoint Councillors to committees, working parties and responsibilities <ul style="list-style-type: none">• Planning Committee• Neighbourhood Plan• Highways/drains• Footpaths/hedges• Consultations• Neighbourhood Watch• Appointment of any new committees and responsibilities
8	To review and appoint Councillors to serve as representatives of the Parish Council on the following outside bodies: <ul style="list-style-type: none">• Surrey Association of Local Councils• Lingfield & Dormansland Fairtrade

	<ul style="list-style-type: none"> • Allotments • GACC/Gatwick Airport issues • Lingfield Library • Trustees of the Lingfield Guest House • Appointment of any new bodies
9	To appoint representatives on the following bodies: <ul style="list-style-type: none"> • HWCAAG
10	To confirm the arrangements for insurance cover in respect of all insured risks
11	To review and approve payment of the following annual subscriptions: <ul style="list-style-type: none"> • Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC) • SLCC • Zurich Insurance • Surrey County Playing Fields Association • GACC • Satswana • Zoom
12	General Power of Competence To resolve whether Dormansland Parish Council meets the relevant criteria and is eligible to use the General Power of Competence in accordance with the Localism Act 2011 ss 1 – 6.
13	To resolve the following documents/policies have been read and agreed by all council members: <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • 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
14	To authorise the following regular monthly payments: <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	Consideration of Chairman’s Allowance for ensuing year
16	Consideration of Members’ Allowance for ensuing year
17	Consideration of approved mileage allowance for ensuing year
18	To confirm approval of ordinary meeting schedule up to and including the next annual meeting of the full council.
19	To confirm list of bank signatories
20	To confirm appointment of internal auditor
21	To confirm that Members give their consent to receive summonses and all correspondence electronically

DPC Ordinary Council meeting to follow