MANSTON PARISH COUNCIL

Chairman: Cllr Paul Bell
Clerk: Mrs Elizabeth Carr
Email: clerk@manstonparishcouncil.gov.uk

Minutes of the Meeting of the Full Council held.
on 13th July 2026 at 7.30pm, Manston Village Hall, Manston.

Present: Parish Councillors Paul Bell (Chairman), Ian Amato, Roy Matthews, Stuart McRae, Henry Robinson, Guy Wilson & Graham Elliott

In Attendance: Cllr Abi Smith Gary Groombridge (Community Warden) 8 members of public.

30/26-27. APOLOGIES FOR ABSENCE
Apologies were received from The Clerk (Elizabeth Carr), Cllr Luke Evans and Cllr Peter Evans.

31/26-27. DECLARATIONS OF INTEREST
The declaration form was circulated to those present and there were no declarations of interest.

32/26-27. MINUTES
The minutes of the meeting held on Monday 8th June had been circulated.
RESOLVED WTH AMMENDMENT: Amendment Line-Item C NO approval of Finance for the CCTV The minutes were proposed by Cllr Bell and seconded by Cllr Guy as a true record of the meeting. The minutes were signed by the Chairman.

33/26-27 CHAIRMAN'S REPORT

The Chair noted that no new information was to be detailed apart from the recent resignation of our Clerk.

Discussion took place to try to retain the services of the Clerk, these interventions included work loading and hours worked in a bid to retain her services. unanimous was the vote to keep the Clerk.

34/26-27. FINANCE MATTERS AND AUTHORISATION OF PAYMENTS

a) Authorisation of payments, circulated prior to the meeting.
RESOLVED: Proposed by Cllr Atmo and Seconded by Cllr Amato. Cllr Bell approved Bank Reconciliations

b) Q1 financial summary **RESOLVED Proposed by Cllr Atmo and Seconded by Cllr Wilson.**

c) Cedar tree in the memorial garden **Not RESOVED** discussion took place between Cllrs, and a site visit would be scheduled to fully understand the scoping requirements, decision to be reached at next meeting.

35/26-27. PLANNING

FH/TH/260557: Land At Haine Lodge, Spratling Lane, RAMSGATE, Kent
Variation of condition 1 of outline application OL/TH/16/1752 for the erection of 13no. houses (and retention of existing dwelling), with consideration of access on to Spratling Lane, with all other matters reserved to allow the parking spaces to be relocated. Deadline for comments 30 June 2026.

No Objections

A/TH/26/0602; Birchington Vale Caravan Park, Shottendane Road, Birchington, Kent
Erection and display of 1no. non-illuminated V-Board sign

No Objections

Manston Airport Development Consent Order 2022
Consultation on application for a non-material change under section 153, of, and Schedule 6to, the Planning Act 2008 and
the infrastructure planning (Changes to, and Revocation of development consent orders). Deadline for comments 5 July.

No Objections

36/26-27. HIGHWAYS

Matters raised were:

Cllr Bell stated that he was waiting to see the design of the gateways from KCC.

37/26-27. MANSTON PARK

a) The monthly park check was received
b) **Barrier: Cllrs agreed to wait until CCTV is in place before barrier is repaired.**
c) **Pot holes in carpark: Cllr Bell agreed to supply tarmac and Dale Village resident stated he will repair the potholes.**
d) **CCTV:** Cllrs were asked **to** consider the installation of CCTV to address the ongoing anti-social behaviour issues at the park. An options appraisal paper had been circulated prior to the meeting along with a procurement comparison. The cost would be around £1,500 with a possible monthly cost of £20 for a SIM card. The matter was discussed but **NOT RESOLVED: Cllrs had received emailed copies of the quotes, but the Council agreed that when all information including quotes are at the meeting a vote would be conducted to resolve this activity.**
e) **Goal Posts: Cllr Bell agreed to set up a meeting with the contractor as the Council is not happy with the installation of the goal posts.**
f) **Park Maintenance: Cllr Bell agreed to meet the contractor regarding the quality of the maintenance of the park.**
   Dog Park Bench. Cllr Bell agreed to arrange for the bench to be moved still outstanding.
g) **Pride in Place funding;** The council had been given the opportunity to apply for funding of up to £20k. A paper regarding this had been provided at the meeting on 9th May. **RESOLVED: The council agreed to submit a funding bid for improvements to Manston Park play equipment (new swings and new toddler multi play unit. Proposed Cllr Bell, Seconded Cllr Amato**
h) **Children's play area fencing. The matter was discussed but NOT RESOLVED. Cllrs had been sent digital copies of quotes but requested hard copies at the meeting.**

i) **NOT RESOLVED. Cllrs debated on weather all the fencing needed to be replaced or just a few sections, it was noted about our precept amount and what we have left, Cllr Bell aired about the fence being over 30 years old also Cllr Atmo concurred, although great discussion was conducted a vote concluded that the Council would not agree not replace the fence.**

38/26-27. INDIVIDUAL REPORTS TO NOTE

Cllr Luke Evans
The Council received an update covering several county-level matters.

Cllr Peter Evans
No report Given

Cllr Abi Smith
PSPO held back for over 3 years Final approved
Margate have recently implemented a Town Council; they have not had a council for over 20 years.
Waste Management is being discussed at tonight TDC meeting will report back at next meeting.

PC Owen Crush
PC Crush was not in attendance and had not provided an update for the council.

Gary Groombridge, Community Warden
The Council received an update on recent community activities.

39/26-27. PUBLIC QUESTIONS/ITEMS FOR THE NEXT AGENDA
The following items were put forward by members of the public:

a) Waste being deposited by resident building from the Leas
b) Comments made about upskilling education of Cllrs

40/26-27. DATE OF NEXT MEETING

Monday 14th Sep 2026, 7.15pm.

The meeting closed at 9.15pm

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MANSTON PARISH COUNCIL

PAYMENTS – September 2026 Meeting

July Payments

Payee	Invoice No.	Invoice Date	Description	Payment	Amount	VAT	Total
Elizabeth Carr			July Wages	BACS	£ 620.43		**£ 620.43**
Elizabeth Carr			Expenses (WFH Allowance)	BACS	£ 25.00		**£ 25.00**
Hugo Fox	INV - 28816	26-Jun	Monthly website fees	DD	£ -	£ -	**£ -**
Hugo Fox	INV-28004	05-Jun	.gov.uk emails	BACS	£ 17.49	£ 3.50	**£ 20.99**
Starboard Systems	INV-19802		Scribe Monthly subscription	DD	£ 32.00	£ 6.40	**£ 38.40**
HMRC		22-Jul	Employers PAYE	DD	£ 626.57	£ -	**£ 626.57**
Elizabeth Carr	Expense Claim	30-Jun	McAffee Anti Virus software	BACS	£114.99		**£ 114.99**
The Defib Store	62396 (pro forma)	06-Jul	Replacement Defib batteries x 2	BACS	£ 420.00	£ 84.00	**£ 504.00**
Unity Bank			Bank Charges	BACS	£ -		**£ -**
					£ 1,856.48	**£ 93.90**	**£ 1,950.38**

Authorised signatory 1:

Authorised signatory 2:

PAYMENTS – September 2026 Meeting
August Payments

Payee	**Invoice Number**	**Invoice Date**	**Descrition**	**Payment**	**Amount**	**VAT**	**Total**
Elizabeth Carr			Aug Wages	BACS	£ 763.33	£ -	£ 763.33
Elizabeth Carr			Expenses (WFH Allowance)	BACS	£ 31.00	£ -	£ 31.00
Hugo Fox	INV - 30142	28-Jul	Monthly website fees for June)	DD	£ 19.99	£ 4.00	£ 23.99
Hugo Fox	INV- 29261	06-Aug	.gov emails	DD	£ 17.49	£ 3.50	£ 20.99
Starboard Systems	INV - 20772	01-Aug	Scribe Monthly subscription	DD	£ 32.00	£ 6.40	£ 38.40
Cllr Roy Matthews	Expense Claim	21-Jun	Repairs and varnish Linda Samme bench	BACS	£ 241.04		£ 241.04
SLCC Membership	MEM259700-1	01-Aug	Annual membership	BACS	£ 316.00		£ 316.00
SLCC Recruitment	SD3247-1	03-Aug	Recruitment / Advertising	BACS	£ 272.00	£ 54.40	£ 326.40
Unity Bank			Bank charges	online	£ 7.00		£ 7.00
TOTAL					**£ 1,699.85**	**£ 68.30**	**£ 1,768.15**
TOTAL VAT PAID						**£ 68.30**	**£ 68.30**

Authorised signatory 1:

Authorised signatory 2:

Newcastle office
Sustainably routed via:
30 Old Bailey
London
EC4M 7AU

Tel: +44 (0)191 383 6300
forvismazars.com/uk

Ms E Carr
Manston Parish Council
c/o 14 Derwent Avenue
Ramsgate
Kent
CT11 0QA

Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk

Date: 19 August 2026

Dear Ms Carr

Completion of the limited assurance review for the year ended 31 March 2026

We have completed our review for the year ended 31 March 2026 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council should consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, such as the Smaller Authorities Proper Practices Panel Practitioners' Guide (England) 2026/27. This can be obtained via your NALC or SLCC branch, or downloaded free of charge at the following website: https://www.nalc.gov.uk/resource/practitioners-guide-2025.html.

Please also note that a copy of the 2026/27 Practitioner's Guide has now been released and is available, alongside a summary of the summary of changes from the 2025 version, at the following website: https://www.nalc.gov.uk/resource/practitioners-guide-2026-27.html. We would encourage all authorities to become familiar with this document ahead of preparing their 2026/27 Annual Governance and Accountability Returns.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement **on or before 30 September to confirm:**

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.

- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2026/27

The authority did not quantify and explain the variance in Box 9 (Total Fixed Assets and Long-Term Investments and Assets) in the significant variances document. As Box 9 is exempt from the 15% threshold, any movement must be fully explained and reconciled to the pound. Although explanations were subsequently obtained the authority must ensure that for the 2026/27 AGAR, any variance in Box 9 is clearly quantified and explained within the significant variances document to comply with reporting requirements.

Amendment to the Practitioners' Guide 2026/27 in respect of Section 2 Box 11 Trust Fund Transactions

As part of the Accounting Statements (Section 2), the authority is asked to confirm whether there are any trust fund transactions included in the figures. Box 11 has been amended to state the authority should answer based on whether trust fund transactions have been <u>excluded</u> from the AGAR.

We wish to draw attention to a change within the 2026/27 Practitioner's Guide (point 2.32) which confirms the authority will need to respond 'Yes' where the figures <u>include</u> trust fund transactions. We would encourage all authorities to familiarise themselves with the 2026/27 Practitioner's Guide (available on the NALC website) ahead of completing their 2026/27 AGAR.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations 2015 requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at **[Audit Fees | Smaller Authorities' Audit Appointments (saaa.co.uk)]** will follow.

If your invoice is not as expected, please check the audit fee scales via the link above as your fee band may have changed.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

We have made an additional charge as we were required to either write to you or send back your Annual Governance and Accountability Return for amendment and undertake additional work. This charge is shown separately on our fee note.

<u>Commitment to achieving net zero</u>

We've made an important change to how we handle post - and sustainability is driving it.

In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is **30 Old Bailey, London, EC4M 7AU**.

Yours sincerely

Nicola Hallas

Nicola Hallas
Director
For and on behalf of Forvis Mazars LLP

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

****Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2025/26

Manston Parish Council

www.manstonparishcouncil.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			NOT USED ✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		

	Yes	No	Not applicable
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 15 04 2026

Name of person who carried out the internal audit: ANTHONY JOHN KILBEE

Signature of person who carried out the internal audit: [signature]

Date: 15 04 2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Manston Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. **(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

11/05/2026

and recorded as minute reference:

10/26-27

Signed by the Chair and Clerk of the meeting where approval was given:

Chair * [signature]

Clerk [signature]

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Section 2 – Accounting Statements 2025/26 for

Manston Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	46,680	53,199	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	34,420	30,325	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	10,858	4,748	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	6,904	7,751	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	31,854	29,121	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	53,199	51,400	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	53,199	51,400	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	80,224	92,927	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 11/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2026

as recorded in minute reference:

11/26-27

Signed by Chair of the meeting where the Accounting Statements were approved

*

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Manston Parish Council**

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council has left Box 11 in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. From discussions with the Council, we established it does not act as a sole-managing trustee and therefore should have ticked to box 11 as "Yes". In future, the Council should comply with the proper practices laid out in the Practitioner's Guide when responding to this question and should select "Yes" if there are no trust fund transactions included within Section 2 of the AGAR.

We were required to return the Annual Governance and Accountability Return (AGAR) to enable the Council to correct the following:
(i) The precept at Box 2 included incorrectly Agency payments. These should have been included in box 3 as another receipt.
In future the Council should ensure that the Annual Governance and Accountability Return (AGAR) is accurate and complete.

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature Forvis Mazars LLP

Date **18 August 2026**

THANET DISTRICT COUNCIL
AND
Manston Parish Council

GRANT AGREEMENT

AGREEMENT DETAILS

DATED: 5 August 2026

Funder:	Thanet District Council (the "**Funder**")
Funder's address	Council Offices, P.O.Box 9, Cecil Street, Margate, CT9 1XZ
Recipient	Manston Parish Council
Recipient's address	Manston Village Hall, Preston Road, Manston, Ramsgate, Kent, CT12 5BA
Grant	The total payment of £20,000 to be paid to the **Recipient** in accordance with this Agreement.
Funded Period	5 August 2026 to 31 March 2027
Project name	Pride in Play: Manston Park Upgrade
Purpose of Grant (The Project)	**Thanet Pride in Place Impact Fund delivery 2026/2027** Deliver Pride in Play: Manston Park Upgrade as per agreed proposal submitted by Manston Parish Council(Annex 4) as part of the Pride in Place Impact Fund.
Outputs/Outcomes	Successful organisations will deliver a capital project as per the agreed proposal (Annex 4) submitted by Manston Parish Council to report back on outputs and outcomes as listed in Annex 3.
Monitoring and Evaluation requirements	Applicants must report back to the Thanet District Council (The Funder) as per Annex 3

Funder Representative	Louise Askew (Head of Regeneration and Growth)
Recipient Representative	Elizabeth Carr Clerk and RFO
Commencement Date	5 August 2026

GRANT AGREEMENT

AGREEMENT CONDITIONS

RECITALS

(A) The Funder has agreed to award the **Recipient** a grant to deliver a Capital Project as part of the Pride in Place Impact Fund..

(B) This Agreement sets out the terms and conditions on which the Award is made by the **Thanet District Council**, Funder to the **Recipient.**

(C) These terms and conditions are intended to ensure that the grant is used for the purpose for which it is awarded.

AGREED TERMS

1. DEFINITIONS

In this Agreement the following terms shall have the following meanings:

Agreement	means this agreement between the Funder and the Recipient in accordance with the Agreement Details and these Agreement Conditions.
Agreement Conditions	these terms and conditions set out in clause 1 to 9
Agreement Details	means the front cover table attached to these Agreement Conditions which set out the specific details of this Agreement.
Recipient	The organisation that has been awarded a grant
Bribery Act	The Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.
Data Protection Legislation:	All applicable data protection and privacy legislation in force from time to time in the UK including the UK GDPR; the Data Protection Act 2018 (and regulations made thereunder); and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and the guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority and applicable to a party.

Drawdown Request	The notice to be provided to the Funder by the **Recipient** detailing, among others and as determined by the Funder acting reasonably, details of the relevant land/property, the business case for the relevant land/property, the strategic reason for the site, benefits and outcomes expected, costs incurred and a cash flow forecast.
Drawdown Request Consent	Means the written approval of the Funder's Section 151 Officer and Senior Responsible Officer in respect of a Drawdown Notice.
Governing Body	the governing body of the **Recipient** including its directors or trustees.
Ineligible Expenditure	each of the ineligible items contained in Annex 2
Intellectual Property Rights	all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and Know-How however arising for their full term and any renewals and extensions.
Know-How	information, data, know-how or experience whether patentable or not and including but not limited to any technical and commercial information relating to research, design, development, manufacture, use or sale.
Prohibited Act	1. offering, giving or agreeing to give any gift or consideration of any kind as an inducement or reward for: a. doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Agreement or any other contract with the Funder; or b. showing or not showing favour or disfavour to any person in relation to this Agreement or any other contract with the Funder; 2. entering into this Agreement or any other contract with the Funder where a commission has been paid or has been agreed to be paid by the Recipient or on its behalf, or to its knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of

	any such contract for the payment thereof have been disclosed in writing to the Funder; 3. committing any offence: 3.1 under the Bribery Act; 3.2 under legislation creating offences in respect of fraudulent acts; or 4. at common law in respect of fraudulent acts in relation to this Agreement or any other contract with the Funder; or 5. defrauding or attempting to defraud or conspiring to defraud the Funder.
UK GDPR	has the meaning given to it in section 3(10) (as supplemented by section 205(4)) of the Data Protection Act 2018.

2. DETAILS OF GRANT

2.1 Thanet District Council as the accountable body for the Pride in Place Impact Fund will transfer a payment of **£20,000** from the funding for the 2026/27 financial year.

2.2 Please read and check Annex 1 carefully as it is part of the offer contained in this agreement setting out the conditions that the **Recipient** is agreeing to perform. **<u>Any failure to meet the conditions and terms shown may result in the Grant being reduced, withdrawn, suspended or repaid.</u>**

3. PURPOSE OF GRANT

3.1. The **Recipient** shall use the grant only for the delivery of the Project as set out under the Purpose of Grant in the Agreement Details section, and in accordance with the terms and conditions set out in this Agreement. The grant payment shall not be used for any other purpose without the prior written agreement of the Funder.

3.2. Where the **Recipient** intends to apply to a third party for other funding for the Project (including any additional or matched funding), it will notify the Funder in advance of its intention to do so and, where such funding is obtained, it will provide the Funder with details of the amount and purpose of that funding. Duplicate funding in respect of any part of the Project or any related administration costs that the Funder is funding in full under this Agreement shall not be applied for.

4. MONITORING REQUIREMENTS

4.1. The **Recipient** will report to Thanet District Council on income and expenditure, milestones and key indicators as stated in Annex 3. Evidence of the achievement of outputs, outcomes and financial records (originals) must be kept and be available for inspection by the Thanet District Council, Ministry of Housing, Communities and Local Government, any UK public body and/or auditors. They may also be subject to regular audit and/or monitoring visits of the Project on the same basis, as above.

4.2. The **Recipient** must comply with any other visits, inspections or project evaluation assessments required by Thanet District Council or the Ministry of Housing, Communities and Local Government.

5. STANDARD CONDITIONS FOR DELIVERY PROJECTS

5.1. Records of expenditure must be kept for a minimum of the duration of the project monitoring and evaluation as per the Ministry of Housing, Communities and Local Government guidance, or if notified by the funder Ministry of Housing, Communities and Local Government for longer. Further details are laid out in the Monitoring and Evaluation Reporting Requirements (see Annex 3)

5.2. If there has been a failure by the **Recipient** to comply with the requirements set out in this agreement Thanet District Council may reduce, suspend or withhold payments and/or require all or part of the Grant to be repaid in particular where:

1) The **Recipient** has failed to keep and maintain the records as specified in this letter;

2) the composition of the Project changes or ceases to exist as a result of insolvency or dissolution or otherwise.

5.3. Thanet District Council may also reduce, suspend, or withhold grant payment and/or require all or part of the Grant to be repaid, if it has reason to believe that:

1) the Grant or any part thereof has not been used for the purpose for which it was given; or

2) Ministry of Housing, Communities and Local Government may withdraw or reduce the Grant award to the Council, or has done so; or

3) Supporting evidence as laid out in Annex 3 is not provided.

5.4. Funding cannot be used for any item of expenditure laid out in Annex 2.

5.5. Thanet District Council will expect that any contracts funded through the Grant as part of the Project, will follow Government procurement practices and procurement limits shall be adopted for tender of contracts relating to this project as per the below.

In order to ensure that value for money has been obtained in the procurement of goods funded by the Grant, Government rules require the following minimum procedures for **Recipients**. To optimise local benefit we would also encourage the use of local suppliers where they fulfil your requirements.

Total Value of Contract	Type of Contract	Procurement Procedure to be used
Up to £24,999.99 exclusive of VAT (Up to £29,999.99 inclusive of VAT)	Supplies, services and works	Quotation Procedure A minimum of one written quote in advance More than one quote should be sought to assist with demonstrating value for money Recipient should maintain records on file of all communications with suppliers, receipts to be kept as a record of the procurement and to assist with the recovery of any VAT payments and evidence of spend as part of this grant

If it is not intended to tender a contract, the council must be informed and the reasons provided prior to any award.

5.6. The amount of the Grant shall not be increased in the event of any overspend by the **Recipient** in its delivery of the Project.

5.7. The **Recipient** shall promptly repay to the Funder any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where monies have been paid in error before all conditions attaching to the Grant Award have been complied with by the **Recipient**.

6. SPECIAL CONDITIONS

6.1 The terms and conditions, annexes, appendices and requirements are deemed to be additional to and an integral part of the terms and conditions detailed within this Grant Agreement.

6.2 The **Recipient** must seek evidence of third party contractor employers' liability insurance [for no less than [£5,000,000]] to cover any claims by staff, including disease or injury caused in the workplace, and will produce a copy of such policy to Thanet District Council .

6.3 In addition, the **Recipient** must seek evidence that any third party contractor will affect insurance to cover public liability and any grant-aided equipment [for no less than [£5,000,000]] and shall provide evidence of such policy to the Council as detailed in 5.2 above.

6.4 Publicity and information about the Project must be freely and regularly available and branding and communication associated with Thanet Pride In Place Impact Fund projects will follow the guidance issued by the Ministry of Housing, Communities and Local Government, which will be provided to the **Recipient.**

6.5 Thanet District Council shall have a right to terminate this Agreement and to require repayment of the Grant payment forthwith by notice in writing. If the

Recipient shall have offered, or given, or agreed to give any person, any gift, or consideration of any kind, as an inducement or reward for doing, or forbearing to do, or for having done, or forborne to do any action in relation to the obtaining of this Agreement or Grant or other agreement with Thanet District Council. For showing or forbearing to show favour or disfavour to any person in relation to this Agreement or any other agreement with Thanet District Council or if the like acts shall have been done by any person employed by it or acting on its behalf (whether with or without the knowledge of the **Recipient**). If in relation to any contract with Thanet District Council the **Recipient** or any person employed by the **Recipient** or acting on behalf of the **Recipient** shall have committed any offence under the Bribery Act 2010 or shall have given any fee or reward the receipt of which is an offence under Section 117 (2) of the Local Government Act 1972.

6.6 All project activities funded by this Agreement shall be completed by **31 March 2027**, as per the current spend profile.Unless otherwise agreed.

6.7 The Grant provided is for **capital expenditure**, the Council expects the **Recipient** to treat the funding accordingly in good financial practice.

6.8 The Council must be made aware of any material changes so that it can submit a Project Adjustment Request to the Ministry of Housing, Communities and Local Government in a timely manner.

6.9 The conditions laid out in this Grant Agreement are based on the existing conditions laid out by the Ministry of Housing, Communities and Local Government, therefore this Commission will be superseded upon a change of any conditions laid out by the Ministry of Housing, Communities and Local Government.

6.10 The Recipient shall not use the funding to:

6.10.1 make any payment to members of its Governing Body;

6.10.2 make any payment in any way in relation to any of the Ineligible expenditure;

or

6.10.3 pay for any expenditure commitments of the **Recipient** entered into before the Commencement Date, unless this has been approved in writing by the Funder.

6.11 The **Recipient** shall permit any person authorised by the Funder to visit the **Recipient** once every quarter to monitor the delivery of the Project.

6.12 The **Recipient** shall provide the Funder with a financial report and an operational report on its use of the funding and any matched funding and delivery of the Project through the monitoring and evaluation process (Annex 3), and in such formats as the Funder may reasonably require. The Funder will provide a Monitoring and Evaluation form for such a report which will detail reporting requirements.

6.13 Both Parties will comply with all applicable requirements of and all their obligations under the Data Protection Legislation which arise in connection with the Agreement.

7. PUBLICITY

7.1 The **Recipient** agrees to participate in and cooperate with promotional activities (including any use of required logos) relating to the Project that may be instigated, organised or otherwise required by the Funder.

7.2 The Funder may acknowledge the **Recipient's** involvement in the Project as appropriate without prior notice or the **Recipient's** consent.

7.3 The **Recipient** will abide by the branding and communications requirements for the Thanet Pride in Place Impact Fund as set out by the Ministry of Housing, Communities and Local Government.

7.4 The **Recipient** shall comply with all reasonable requests from the Funder to facilitate visits, provide reports, statistics, photographs and case studies that will assist the Funder in its promotional and fundraising activities relating to the Project.

8. FREEDOM OF INFORMATION

8.1 The **Recipient** acknowledges that the Funder is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs).

8.2 The **Recipient** shall:

8.2.1 provide all necessary assistance and cooperation as reasonably requested by the Funder to enable the Funder to comply with its obligations under the FOIA and EIRs;

8.2.2 transfer to the Funder all requests for information relating to this Agreement that it receives as soon as practicable and in any event within two (2) working days of receipt;

8.2.3 provide the Funder with a copy of all information belonging to the Funder requested in the request for information which is in its possession or control in the form that the Funder requires within five (5) working days (or such other period as the Funder may reasonably specify) of the Funder's request for such information; and

8.2.4 not respond directly to a request for information unless authorised in writing to do so by the Funder.

8.3 The **Recipient** acknowledges that the Funder may be required under the FOIA and EIRs to disclose information without consulting or obtaining consent from the **Recipient**. The Funder shall take reasonable steps to notify the **Recipient** of a request for information (in accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practicable for it to do so but (notwithstanding any other provision in this Agreement) the Funder shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

9. WITHHOLDING, SUSPENDING AND REPAYMENT OF FUNDING

9.1 The Funder's intention is that the grant will be paid to the **Recipient** in full. However, without prejudice to the Funder's other rights and remedies, the Funder may at its discretion withhold or suspend payment and/or require repayment of all or part of the payment if:

9.2 the **Recipient** uses the Grant or any Additional Funding or Matched Funding for purposes other than those for which it has been awarded;

10. DISPUTE RESOLUTION

10.1 In the event of any complaint or dispute (which does not relate to the Funder's right to withhold funds or terminate) arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the Funder Representative or any other individual nominated by the Funder from time to time.

10.2 Should the complaint or dispute remain unresolved within 14 days of the matter first being referred to the Funder Representative or other nominated individual, as the case may be, either party may refer the matter to the Monitoring Officer and the Section 151 Officer of the Funder and the Chair of the **Recipient** with an instruction to attempt to resolve the dispute by agreement within 28 days, or such other period as may be mutually agreed by the Funder and the **Recipient**.

10.3 In the absence of agreement under clause 23.2, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

Please sign the Grant Agreement in Section A below, an electronic version will automatically be sent back to the originator.

A fully signed copy will be returned to you via email once signed by all signatories.

SECTION A

Signed by (name of duly authorised signatory) on behalf of the **Funder**, Thanet District Council.

Signed

Print Name **Louise Askew**

Position **Head of Regeneration and Growth**

Date 20 August 2026

The **Recipient** hereby agrees and undertakes to adhere to the grant terms and conditions contained and/or referred to in this Grant Agreement. Two signatories must sign.

Signature 1: signed by (name of duly authorised signatory) on behalf of the **Recipient**

Signed Cllr Paul Bell

Print Name Cllr Paul Bell

Position Charir

Organisation Cllr Paul Bell

Date 2026-08-11

Signature 2: signed by (name of duly authorised signatory) on behalf of the **Recipient**

Signed

Print Name GUY R WILSON

Position COUNCILLOR

Organisation MANSTON PARISH COUNCIL

Date 18th August 2026

Annexes

Annex 1 - Conditions of Grant

Annex 2 - List of ineligible expenditure

Annex 3 - Monitoring and evaluation requirements

Annex 4 - Recipient Proposal of Delivery

Annex 1

Conditions of Grant

1. **Project Delivery**

   The Grant **Recipient** shall be: Manston Parish Council

2. **Project Description and Outputs**

   The Project: Pride in Play: Manston Park Upgrade

   See Annex 4

3. **Funding and Outputs Profile**

   All monitoring and evaluation requirements must be completed as laid out in the Monitoring and Evaluation Reporting Form (Annex 3)

4. **Monitoring and Reporting**

   The Recipient must follow the Pride in Place Impact Fund Monitoring and Evaluation Reporting Requirement issued by Thanet District Council on behalf of the Ministry of Housing, Communities and Local Government.

   The Ministry of Housing, Communities and Local Government will provide grant funding to the Council based on full transparency open book working and a duty of good faith regarding all matters relating to the project, the Recipient is expected to also adhere to these principles as a result of funding being provided.

   The Recipient agrees to collect data on inputs and outputs (as stated on Annex 3), which will assist the Council and Ministry of Housing, Communities and Local Government with programme-level evaluation including data collection for outcomes and impacts. **The Recipient** may be required to be involved in a 'deep dive' project delivery, monitoring and evaluation exercise if required by the Ministry of Housing, Communities and Local Government.

   The Recipient agrees to collaborate with Thanet District Council/Ministry of Housing, Communities and Local Government over monitoring and evaluation requirements, which will involve completing a Monitoring and Evaluation Reporting Form to report on project expenditure, project progress,

Annex 2

List of ineligible expenditure

- Paid for lobbying, entertaining, petitioning or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity including the receipt of Thanet Pride in Place Impact Fund funding; or attempting to influence legislative or regulatory action
- Payments for activities of a party political or exclusively religious nature
- VAT reclaimable from HMRC
- Gifts, or payments for gifts or donations
- Statutory fines, criminal fines, damages or penalties
- Payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
- Contingencies and contingent liabilities
- Dividends
- Bad debts, costs resulting from the deferral of payments to creditors, or winding up a company
- Expenses in respect of litigation, unfair dismissal or other compensation
- Costs incurred by individuals in setting up and contributing towards private pension schemes and payments for unfunded pensions
- Costs incurred prior to commencement date of the agreement
- Funding core costs of an organisation (i.e. existing staff)
- Payments or benefits to countries currently under economic sanctions
- Depreciation, amortisation and impairment of assets
- Provisions
- Profit made by the applicant
- Investments
- Service charges arising on finance leases, hire purchase and credit arrangements
- Payments for unfair dismissal
- Compensation for loss of office
- Entertainments
- Alcohol
- Travel that is not the most economical form of transport to a meeting/destination
- Overnight accommodation not sought at the most economical rates

stakeholder engagement, risks, milestones, outputs, outcomes and any project changes. (Annex 3)

The Recipient will endeavour to promptly share information at appropriate times as and when requested by Thanet District Council/Ministry of Housing, Communities and Local Government.

Thanet District Council/Ministry of Housing, Communities and Local Government may publish relevant data and use it to inform public statements.

The Recipient shall provide any further documentation and supporting evidence required by Thanet District Council or Ministry of Housing, Communities and Local Government forthwith upon request in a timely manner.

5. Payments

The total maximum grant value shall be **£20,000** and is conditional on meeting all statutory requirements and permissions that may be needed for your project. The grant will be paid in full at the start of the project, once the relevant due diligence procedures have been undertaken, proof of all statutory requirements needed is provided, and this Grant Agreement is signed.

Annex 3

Monitoring and Evaluation - Reporting Requirements

An online Monitoring and Evaluation Reporting Form will be sent to you at the end of the project/or end of March 2027 (whichever is sooner).

Reporting timetable:

Reporting period	Data Report due by
Start of project to 31 March 2027	23 April 2027

We will require the **Recipient** to report back to the Funder with qualitative data and quantitative data covering the following areas, including but not exhaustive:-

Refer to the Grant Documents - Guidance and FAQ's.

Income and Expenditure: *Include names of suppliers, amounts and supply electronic copies of receipts/invoices*

- Project financial summary of all income and expenditure
- Match funding, additional funding and income generated
- Other

Project management

- Baseline data recorded at the start of the project
- Activities undertaken
- Updates on key project milestones and successes *(including case studies, interviews and photos)*
- Key findings
- Changes in deliverables and identified risks
- Procurement and governance
- Methods to record data

Government Reporting
As well as the above, it is a requirement that we must report back to government on funded projects' outputs and outcomes.

Value added: if your project can achieve any other outcomes/outputs please record and report back to us with this data. Any not relevant to your project is ok to leave blank.

Please report on the relevant metrics for your project as set out below:

Pride in Place Impact Fund: Metrics (Guidance and FAQ's Annex 2)
PiPIF1 Number of facilities and premises created or improved
PiPIF2 Amount of commercial space created or improved

PiPIF3 Amount of community, culture, sports, or heritage space created or improved
PiPIF4 Amount of green or blue space created or improved
PiPIF5 Amount of public realm created or improved
PiPIF6 Number of green retrofits to non-residential buildings and or facilities.

Climate change

How has your project made a positive impact on the environment and climate change?

Annex 4

Recipient Proposal of Delivery

Your Organisation

Name of organisation applying for a grant *(Required)*	**Manston Parish Council**
If the application is on behalf of a third party? What are their organisation details? *(Required)* Name of the contact person, address and email. For third-party delivery partners, a minimum of three directors, at least two of whom must be unrelated (not family members or living at the same address).	**N/A**
Please list the name(s) of your Lead Member/Clerk? *(Required)*	**Elizabeth Carr / Paul Bell**
Are you VAT registered? *(Required)*	**No**
Please supply us with your organisation website and social channels *(Required)*	**https://www.manstonparishcouncil.gov.uk/** **https://www.facebook.com/ManstonClerk**

Main contact details

What is the name of the main contact for the grant application from your organisation? *(Required)*	***Elizabeth Carr***
What is their position in the organisation? *(Required)*	***Clerk and RFO***
What is their email address? *(Required)*	***clerk@manstonparishcouncil.gov.uk***
What is their mobile phone number? *(Required)*	***07414515253***

Your Project

What is your project title? (Required)	*Pride in Play: Manston Park Upgrade*
Please describe your project, include a timeline and brief delivery plan (Required)	*The project will deliver replacement and additional play equipment at Manston Park to provide a safe, modern and inclusive space for local children. It includes replacing the existing adult swing set with a new multi-bay swing (one flat seat, one cradle seat and one basket seat) with new safety surfacing, and installing a new toddler multi-play unit with climbing features and a slide.* *Timeline:* • *Initial quote received: May 2026* • *Funding approval: 6 July 2026* • *Two further quotes obtained: by 29 August 2026* • *Council approval: 14 September 2026* • *Order placed: 15 September 2026* • *Delivery & installation (12-week lead time): Dec 2026–Jan 2027* • *Final invoice & payment: February 2027* • *Publicity and community launch: March 2027* • *Delivery will be overseen by the Parish Council, with contractors undertaking installation, safety surfacing and disposal of old equipment.*
When do you propose to start the project?(Required)	*July 2026*
When do you propose to finish the project? (Required)	*January 2027 (or earlier – may be weather dependent)*

Which Pride in Place Impact Fund priority will the project deliver against: (Required) • *Community Spaces.* • *Public Spaces.* • *High Street Revitalisation.*	*Public Spaces*
Which PiPIF outputs will the project deliver, including the values: PiPIF1, PiPIF2, PiPIF3, PiPIF4, PiPIF5, PiPIF6 Details available in Annex 2 - Guidance and FAQ's (Required)	*PiPIF1 – Number of facilities improved: 1 facility improved – the Manston Park children's play area.* *PiPIF3 – Amount of community, culture, sports or heritage space created or improved (m^2): Approximately 1,200 m^2 of improved community play space, including equipment zones, surfacing and circulation areas.* *PiPIF4 – Amount of green or blue space created or improved (m^2): Approximately 150 m^2 of green space enhanced through landscaping and biodiversity-supportive planting.*
How do you plan to record/measure the success and impact of your project? Please use MHCLG required outputs. (Required)	*PiPIF1: Confirmation of 1 improved facility through contractor completion certificates.* *PiPIF3: Measurement of approximately 1,200 m^2 of improved community play space using site plans and before/after photographs.* *PiPIF4: Measurement of approximately 150 m^2 of improved green space through landscaping plans and photographic evidence.* *Community engagement: Sign-in sheets and photographs from consultation and launch events.*

What positive difference will your proposed project make to your community? (Required)	*The project will provide a safe, modern and accessible play space that meets the needs of a growing community. With the nearby nursery school and recent housing developments bringing more young families into the parish, the upgraded play area will offer a high-quality facility that supports children's wellbeing and active play. It will enhance the local public realm and provide a valued community asset for current and future residents.*
Does the project meet all necessary guidance and legislation, for example, health/safety, insurance and environmental regulations? It is the responsibility of the Town/Parish Council to ensure the third party meets these requirements. (Required)	*Yes. The project will meet all required guidance and legislation. The Parish Council will ensure that the appointed contractor complies with all relevant health and safety standards, including BS EN 1176/1177 for play equipment and surfacing, and provides all necessary installation and safety certifications. The Council will also ensure appropriate insurance, risk assessments and environmental considerations are in place. All documentation will be checked and retained to demonstrate full compliance.*
Will your project make a positive impact on the environment and climate change? If yes, please explain how you will achieve this? (Required)	*Yes. The project will have a positive environmental impact. By providing a high-quality local play space, families will no longer need to travel outside the parish, helping to reduce carbon emissions. The design will use sustainable, long-lasting materials and low-maintenance features, and will protect and enhance the existing green space to support local biodiversity. These measures contribute to improved sustainability and a reduced environmental footprint.*

Project Costs, Funding and Quotes

What is the total expenditure of your project? (Required)	*£20,765.55*

What is the total amount of grant funding you require from this Grants Fund? (Required)	£20,000
Will you be awarding funding to this project? (Required)	Not to this element but we do have additional reserves to replace other ageing equipment
Do you have any other match funding to contribute to this project? (Required)	No
Please give us a breakdown on how the grant would be spent? (Required)	The grant will fund the removal of the existing swing set and the supply and installation of two new pieces of high-quality play equipment, together with all required safety surfacing and site works. The breakdown is as follows: 1) Viking Swing (2-bay) – £12,809.85 • Supply of 2.4m high Viking Swing with 1 flat seat, 1 cradle seat and 1 basket seat • Installation • Black Eco-Fleck wet-pour safety surfacing • Baseworks, feather-edge surfacing, and ground preparation • Removal and disposal of the existing junior swing • Additional coastal protection to metalwork (£1,098.60 included in total) 2) Hedgehog Hollow Toddler Multi-Play Unit – £9,323.20 • Supply of Hedgehog Hollow unit • Installation • Black Eco-Fleck wet-pour surfacing • Baseworks and ground preparation • Feather-edge surfacing 3) Site Preliminaries – included within totals • Heras fencing hire

	• Secure storage *• Welfare facilities (portaloo) • Waste management* *• Post-installation inspection* *Carriage and delivery* ***Total project cost (excl. VAT): £20,765.55***
If your project is awarded part of the grant amount requested, would you consider adapting your project to deliver a scaled down version? *(Required)*	***Yes***
Are you or any member of your organisation, related to any Member or Officer of Thanet District Council? *(Required)*	***No***
Do you or any member of your organisation have any connection or association with any organisations involved in this project and/or the businesses providing quotes or providing a service or goods for this project? *(Required)*	***No***

Supporting documents

To complete your application you will need to upload the following documents:

- Most recent set of annual accounts (if you do not have a full list of accounts for the last year, management accounts or an income and expenditure spreadsheet is also acceptable). For third party delivery organisations, two years of certified accounts are required.
- Safeguarding Vulnerable Adults/Child Protection Policies/Volunteer Policy or any other policies relevant to your project (if applicable).

Declaration *(Required)*

I confirm that the Chair and Members are aware of this grant application and I am authorised to sign this declaration and that to the best of my knowledge and belief, all replies are true and accurate.

I have read and understood the grant guidance as set out by Thanet District Council.

I agree with Thanet District Council holding and using data about our organisation in this way.

Please tick to confirm that all information provided is correct and sign (including signature of third party organisation if required).

Signed	*Elizabeth Carr*
Name and position	*Clerk and RFO*
Date	*8th June 2026*

Manston Parish Council
14 Derwent Avenue
Ramsgate
Kent
CT11 0QA

Planning Applications Group
County Hall
Maidstone
Kent ME14 1XQ
Tel: 03000 411200

Website: www.kent.gov.uk/planning
Email: planning.applications@kent.gov.uk
Direct Dial/Ext: 03000 413366
Text Relay: 18001 03000 417171
Ask For: Mrs Helen Edwards
Your Ref:
Our Ref: KCC/TH/0088/2026
Date: 17 July 2026

TOWN AND COUNTRY PLANNING GENERAL REGULATIONS 1992

Dear Sir/Madam

APPLICATION NO: KCC/TH/0088/2026

PROPOSAL: **North Thanet Link (NTL) to include creation of new highway link between the A28 south of Birchington and Acol Hill; widening of Manston Road (Birchington); new highway link between Manston Road and Columbus Avenue (Acol); widening and part realignment of Shottendane Road; new highway link between Shottendane Road and Manston Road (Margate); creation of new junctions (primarily roundabouts), signalised crossings and junction improvements along NTL route; associated works including drainage ponds/features, lighting, access alterations, landscaping, environmental mitigation and temporary construction compounds**

LOCATION: **North Thanet Link Scheme located to the south of the existing A28 corridor, south-west of Margate, Thanet, Kent**

The above application for planning permission has been received in this department and falls to be determined by the County Planning Authority.

I would be glad to receive any observations that you may wish to make on the application so that these may be taken into account when the County Planning Authority formally considers the proposals.

To view the planning application documents and comment on the application, please use the following link:

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https://www.kentplanningapplications.co.uk/Planning/Display/KCC/TH/0088/2026?cuuid=A8EE13B7-1E72-4D72-9588-8F44BD2A550A

Please note that this link is solely for the use of the recipient and should not be shared with third parties.

Could you please let me have a reply by **16 August 2026** but should you for any reason be unable to comply with this timescale, a telephone call or email to that effect would be much appreciated. Unless I hear to the contrary within this timescale, I will assume you have no comments to make.

Under the Local Government (Access to Information) Act 1985, any letters received are not confidential and must be available for inspection by the applicant and any interested third party as background papers taken into account in determining the application. In the event of any appeal to the Planning Inspectorate in relation to the above, copies of your reply will be forwarded to the Inspectorate and to the appellant.

Yours faithfully

Sharon Thompson
Head of Planning Applications Group

Manston Parish Council
14 Derwent Avenue
Ramsgate
Kent
CT11 0QA

Planning Applications Group
County Hall
Maidstone
Kent ME14 1XQ
Tel: 03000 411200

Website: www.kent.gov.uk/planning
Email: planning.applications@kent.gov.uk
Direct Dial/Ext: 03000 411029
Text Relay: 18001 03000 417171
Ask For: Mr Adam Tomaszewski
Your Ref:
Our Ref: KCC/TH/0050/2026
Date: 21 August 2026

TOWN AND COUNTRY PLANNING ACT 1990

Dear Sir/Madam

APPLICATION NO: **TH/26/351 (KCC/TH/0050/2026)**

PROPOSAL: **Full planning application for the development of a waste to hydrogen facility with associated ancillary infrastructure, a non-residential innovation and educational facility including offices, new junction onto Manston Road, access and internal roads, boundary treatments, landscaping and other associated works**

LOCATION: **Land at Manston Road, Margate, Kent, CT9 4JW**

Further to my previous consultation letter, please be advised that additional/revised details have been submitted in respect of the above planning application.

I would be glad to receive any observations that you may wish to make on the application so that these may be taken into account when the County Planning Authority formally considers the proposals.

To view the planning application documents and comment on the application, please use the following link:

https://www.kentplanningapplications.co.uk/Planning/Display/KCC/TH/0050/2026?cuuid=8D49241E-0445-446D-840B-004B7993D453

Please note that this link is solely for the use of the recipient and should not be shared with third parties.

Please view the ‘Application Documents’ with a ‘Created Date’ showing 17/08/2026 & 21/08/2026.

Could you please let me have a reply by **21 September 2026** but should you for any reason be unable to comply with this timescale, a telephone call or email to that effect would be much appreciated.

Unless I hear to the contrary within this timescale, I will assume you have no comments to make.

Yours faithfully

Sharon Thompson
Head of Planning Applications Group

As part of the Council's commitment to equalities if you have any concerns or issues with regard to access to this information please contact us for assistance.