



## **MANSTON PARISH COUNCIL**

Sir/Madam,

You are hereby summoned to attend a Full Council meeting of Manston Parish Council at 7.30pm Monday 13<sup>th</sup> May 2024 at Manston Village Hall, Manston, for the purposes of considering and passing such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda. If you are unable to attend this meeting, will you, please advise the Clerk in advance by email so that your apologies and reasons for absence can be given at the meeting.

1. **APOLOGIES FOR ABSENCE** - To receive any apologies of absence.
2. **DECLARATIONS OF INTEREST** - Members are requested to disclose any interest they may have for items on the agenda.
3. **APPROVAL AND SIGNING OF MINUTES 8<sup>th</sup> APRIL MEETING**
4. **FINANCE MATTERS AND AUTHORISATION OF PAYMENTS**
  - a) **Authorisation of payments** – To approve the monthly payments, 2 Cllrs to sign the cheques or approve bank transfers online with Unity Bank.
  - b) **Bank Reconciliation** – to receive the bank reconciliation, 2 Cllrs to sign the reconciliation.
  - c) **Insurance** – approval required for insurance quotes.
5. **REVIEW OF THE ANNUAL RISK MANAGEMENT STATEMENT** – Members are requested to approve the Risk Management Statement for 2023-24. The Chairman and Responsible Financial Officer to sign.
6. **REVIEW OF THE SYSTEM OF INTERNAL CONTROL** - To review the effectiveness of the system of Internal Control. Members are requested to consider the Statement of Internal Control in support of the Annual Governance Statement for the year ending 31.03.2024. The Chairperson and Parish Clerk/RFO to sign.
7. **APPROVAL OF ANNUAL GOVERNMENT STATEMENTS FOR 2023-24** - The Council has to formally resolve to approve the **Annual Governance Statement (Section one)** for 2023-2024. Once approved the Chairman and Clerk/RFO to sign The Annual Return.
8. **APPROVAL OF ACCOUNTING STATEMENTS FOR 2023-24** - The Council has to formally resolve to approve the **Accounting Statements for 2023-24 (Section two)** which the Clerk/RFO has already signed, once approved the Chairman will sign.
9. **THE EXERCISE OF PUBLIC RIGHTS DATES** – to note the dates have been set as Monday 3<sup>rd</sup> June 24 until Friday the 12<sup>th</sup> July 2024
10. **CHAIRMAN'S REPORT** – to receive the report
11. **PLANNING** - to consider and note applications/decisions made from TDC including any late applications due to expire.  
**Applications:**
  - a) **There are no applications/Decided Applications by TDC:**
  - b) **Items for pre-consultation consideration, to receive any comments from Cllrs**
    - Land at Manston Reservoir, Manston Court Road, Manston – dish installation

- Vincent Road, Margate - Proposed Environmental Weight Restriction

**12. HIGHWAYS** – to note any updates/issues:

**13. MANSTON PARK** – to receive the park check.

**14. INDIVIDUAL REPORTS TO NOTE TDC/KCC & PC** – to receive the reports.

**15. PUBLIC QUESTIONS/ITEMS FOR THE NEXT AGENDA** – Meeting to be adjourned for a 15-minute session for parishioners to raise matters, individual contributions should be kept under 5 minutes. The Public may participate with the Council's consent, please email the Clerk with any contributions relevant to items on the agenda.

**16. DATE OF NEXT MEETING**

Monday 10<sup>th</sup> June 2024, 7.15pm.

**Mrs Caroline Flynn**

**Clerk to the Council  
7<sup>th</sup> May 2024**