

**MANSTON AND HAMMOON PARISH COUNCIL**  
**(Parish Council Meeting)**  
**manstonhammoon@dorset-aptc.gov.uk**

Dear Councillors,

You are summoned to attend a meeting of **Manston and Hammoon Parish Council to be held at 6.30pm Monday 15<sup>th</sup> May 2023** at Manston Village Hall, Manston, DT10 1EX.

Please find a copy of the agenda below.

*Joanna Ramsay*

**Parish Clerk**

Councillors:

L. Tandoh, N. Frampton, S. Vestbirk, C. Poë, J. Hussey, P. Easter and D. Honeybun

**Agenda**

Chair's Welcome

**The Annual Parish Meeting**

- 23.01 Public Discussion Period (30 mins)
- 23.02 Chair's Report on the year

**The Annual Meeting**

- 23.03 To appoint a Chair and Declaration of Acceptance of Office
- 23.04 To appoint a Vice Chair
- 23.05 To receive and accept apologies for absence
- 23.06 Declarations of pecuniary and other interests in relation to the agenda
- 23.07 To adopt the Standing Orders for the Council
- 23.08 To confirm frequency of Full Council meetings and meeting dates
- 23.09 To agree the Code of Conduct for Councillors (annual)
- 23.10 To appoint a DAPTC representative

**Financial Matters:**

- 23.11 To appoint a Responsible Finance Officer
- 23.12 To appoint an internal auditor
- 23.13 To approve the Annual Governance & Accountability Return (AGAR) 2022/23
- 23.14 To agree to self certify as an exempt council under the AGAR
- 23.15 To approve the Financial Regulations and Risk Assessment Review

**Full Council**

- 23.16 To agree the minutes of previous meeting on 13<sup>th</sup> February 2023 are a true and accurate record
- 23.17 Issues arising from the last meeting – Clerks Report
- 23.18 To decide on location for picnic bench
- 23.19 To receive report from Dorset Council
- 23.20 To receive a finance report and to agree action in response to proposals and payment approvals:

FROM 22/23 FINANCIAL YEAR:

|            |                                 |                          |         |
|------------|---------------------------------|--------------------------|---------|
| 23/02/2023 | Dorset & Somerset Air Ambulance | Grant                    | £300.00 |
| 23/02/2023 | Manston Village Hall            | Hall Hire 22/23          | £72.00  |
| 24/03/2023 | Dorset Council                  | East Farm Lane sign move | £312.80 |
| 31/03/2023 | Unity Trust Bank                | Bank Fees                | £18.00  |
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FROM 23/24 FINANCIAL YEAR:

|                   |                           |  |               |
|-------------------|---------------------------|--|---------------|
| 04/04/2023        | DAPTC                     | Annual Subscription 23/24              | £137.24       |
| 12/04/2023        | HMRC                      | PAYE (Jan to March 2023 Qtr 4 payment) | £95.80        |
| 24/04/2023        | Dorset Council            | Supply & Install SID posts             | £884.40       |
| 24/04/2023        | Mrs P D Blake             | Slate Sign for Jubilee Copse           | £65.00        |
| 24/04/2023        | Commercial Picnic Benches | Picnic Bench for Jubilee Copse         | £538.13       |
| 26/04/2023        | Jane Stacey               | Internal Auditor fee                   | £159.25       |
| <b>15/05/2023</b> | <b>Clerk</b>              | <b>Clerks Expenses</b>                 | <b>£18.90</b> |

- 23.21 To discuss and agree insurance renewal quote - £639.62
- 23.22 To discuss and agree defibrillator options
- 23.23 To receive an update on SID Deployment – Discuss quotes
- 23.24 To receive an update on Hammoon Bridge & Flooding (NF)
- 23.25 Discussion on any highway issues in both villages (to include traffic & speeding)
- 23.26 Discussion on fly tipping and litter
- 23.27 To comment on any Planning Applications
- 23.28 To review and adopt the Grants Policy for 2023/24
- 23.29 Confidential Matters (public and press to leave the meeting)
- 23.30 Items for the next meeting
- 23.31 Date of next meeting(s) 7<sup>th</sup> August 2023  
13<sup>th</sup> November 2023

**This meeting is open for members of the public and press to attend**