

Cliffsend Parish Council

The Village Hall, Foads Lane, Cliffsend, CT12 5JH
Email: clerk@cliffsendpc.org Telephone: 07849 160192
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Cliffsend Parish Council Annual General Meeting
Tuesday 28th May 2024

Sir or Madam,

You are hereby summoned to attend the Parish Council Annual General Meeting on Tuesday 28th May 2024 at 7.30pm, Village Hall, Foads Lane, Cliffsend for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Please be aware that meetings of the Council are recorded. AV recordings are retained only until draft minutes are adopted as a true record.

Alison Willoughby-Browne
Clerk

Note - residents and members of the public are cordially invited as spectators. There is an opportunity for questions to be asked during the meeting (Public Questions). Alternatively, any questions can be submitted to the Clerk prior to the meeting; these will be addressed at the meeting and responded to as soon as possible.

Agenda

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| 01/24-25 | <u>Welcome and apologies for absence (by existing Chairman)</u> |
| 02/24-25 | <u>Declarations of interest, election of Officers and confirmation of Working Group membership</u> |
| 03/24-25 | <u>Adoption of the minutes of 19th March 2024 as being a true record</u> |
| 04/24-25 | <u>Matters arising from the above minutes</u> |
| 05/24-25 | <u>Working Party & Councillor reports</u> <ul style="list-style-type: none">• County Cllr• District Cllr• PCSO/Community Warden• Meadow and Open Spaces• Planning and Highways• Youth• Communication and Events |

06/24-25

Financial Matters

Annual Governance and Accountability Return (AGAR) 2023/24 Form 3

- i) Note Annual Internal Audit Report
- ii) To review the effectiveness of the system of Internal Control; Councillors are asked to complete and approve the Statement of Internal Control in support of the Annual Governance Statement (Section 1)
- iii) To approve Section 2 - Accounting Statements
- iv) To approve the Bank Reconciliation and Explanation of Variances
- v) Confirmation of the commencement date for the exercise of public rights

Payment Schedule - to authorise items of expenditure since the last meeting
RESOLVED: that the following be approved for payment.

May Payments

Payee	Description	Invoice No	VAT	Ex VAT	Total
Cllr G Fricker	String lights	2367-8709-3151	33.60	167.97	201.57
Cllr Harrison	D-Day expenses	0040978	30.07	150.36	180.43
Cllr Harrison	D-Day expenses - printing	-	-	5.00	5.00
Arthur J Gallagher	Parish Council insurance	532092952	-	630.91	630.91
Clerk	Marquee	701007535	290.75	1453.75	1744.50
Clerk	Hugin meeting expenses	-	-	21.20	21.20
Clerk	Village Hall hire 8.5.24	-	-	15.00	15.00
Clerk	TDC Events Licence	424-95779	-	75.00	75.00
Clerk	D-Day expenses	-	-	4.45	4.45
Clerk	Mobile phone	-	-	10.00	10.00
Clerk	PPL/PRS Music Licence	SIN2661481	29.84	149.21	179.05
St Laurence-in-Thamet	Document printing	-	-	12.45	12.45
Total for Month			384.26	2695.30	3079.56

07/24-25

Planning Applications

FH/TH/24/0282 71 Sandwich Road (single storey rear and side extension)

TPO/TH/24/0285 4 Old Hall Drive (4 x Leylandii - fell)

TPO/TH/24/0406 Land rear 15 Earlsmead Crescent (1 English Oak - fell)

FH/TH/24/0499 15 Foads Hill (erection of single storey side extension)

08/24-25

Current Topics

Ongoing review of Council procedures

KALC membership

PA system

S106 expenditure

Charity grant application

09/24-25

Clerk's Reports

The Clerk to report on any matters that may have arisen since the despatch of this agenda.

10/24-25

Correspondence Received

Save Our Buses – raising awareness for new campaign group; published.

Resident – Save Ash Level, collective impact of all energy developments; circulated.

Resident – highways improvements/raised table; to discuss.

11/24-25

Public Questions - no decisions made