

**You are hereby summoned to the Annual Meeting of  
HAWKWELL PARISH COUNCIL  
to be held on  
Monday 8<sup>th</sup> May 2017 in the Committee Room,  
Freight House, Bradley Way, Rochford  
commencing at 8.15 pm  
(or up to 15 minutes before, on the rising of the Annual  
Parish Meeting)**

## **AGENDA**

- 1) **Election of Chairman for the Civic Year 2017-18 and sign the Declaration of Acceptance of Office (For Decision)**
- 2) **Election of Vice Chairman for the Civic Year 2017-18 (For Decision)**
- 3) **To receive apologies for non-attendance at meeting**
- 4) **Update of Register of Members' Interest/General Notice of Registrable Interests**  
*Members have been given a copy of their current register with the agenda papers and are asked to complete a new register using the blank form included.*
- 5) **Declarations of any:**
  1. **Disclosable Pecuniary Interest;**
  2. **Other Pecuniary Interest; or**
  3. **Non-Pecuniary Interest****on any matter on the agenda for 8<sup>th</sup> May 2017**
- 6) **Agree Committee Structure and appointment of Members: (For Decision)**
  - a) Finance Committee (9)
  - b) Planning Committee (9)
  - c) General Purposes Committee (12)
  - d) Parks, Open Spaces, Conservation & Footpaths Committee (12)
  - e) Personnel Committee (9)
  - f) Policy Committee (9)
  - g) Appointments Committee (9)
  - h) Health & Safety Sub-Committee (5)
  - i) Christmas Parcels Working Group (reports to General Purposes)
  - j) Youth Working Group (reports to General Purposes)
  - k) Christmas Lights Review Group (reports to General Purposes)
  - l) Village Fayre Working Group (reports to General Purposes)*NB: Chairman and Vice-Chairman are members of all committees, sub-committees and working parties ex-officio unless appointed as a full member at the Annual Meeting (see Standing Order 20(a))  
List of last year's committees and members attached (Appendix I).*

- 7) **Appoint representatives to outside bodies: (For Decision)**  
 Robert Sudbury Trust (2) - administered by Hawkwell Parish Council  
 Hockley & Hawkwell Old Peoples Welfare committee (2)  
 Rochford Old Peoples Welfare committee (2)  
 Rochford Hundred Ass. of Local Councils (2)  
 Hawkwell Village Hall Committee (2)  
 Ashingdon & East Hawkwell Memorial Hall MC (1)  
 Public Transport Liaison Group (1)  
 Community Meetings (2)  
*List of last year's representatives attached (Appendix II).*

**The Clerk will collect the completed and signed Registers of Members' Interests.**

- 8) **Receive draft and unaudited Income and Expenditure Accounts for 2016/17 (attached) (For Information)**
- 9) **Set date for inspection of Investments, leases and asset register/inventory etc and agree examining Officers (For Decision)**
- 10) **To accept Record of Attendance for preceding year - attached (For Decision)**
- 11) **Receive dates of future Full Council and Committee meetings 2017/18 - attached (For Decision)**
- 12) **Public Forum & Information Reports from District Cllrs Mrs J Gooding & Mrs L Shaw**
- 13) **To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 3<sup>rd</sup> April 2017 and to destroy the notes in respect of that meeting (For Decision)**
- 14) **Financial Report (April 2017) (For Information)**
- 15) **Action List Update (May 2017) (For Information)**
- 16) **Members' Apologies: Procedure (For Decision)**
- 17) **Adult Gym Claim: Update (For Information)**
- 18) **Items for referral to Rochford District Council (RDC) regarding Shared Working Opportunities (For Discussion)**
- 19) **Ratification of Standing Orders and Financial Regulations (adopted May 2016 with no further revisions) (For Decision) Members have previously received copies of these documents so are not included with the papers**
- 20) **Correspondence (list attached) (For Information)**
- 21) **Receive Committee/Working Party Reports since last meeting:**

**Planning Committee:**

Note Minutes of Meetings held on 3<sup>rd</sup> April and 27<sup>th</sup> April 2017

**Finance Committee:**

Note Minutes of Meeting held on 3<sup>rd</sup> April 2017

**Parks Committee:**

Note Minutes of Meeting held on 3<sup>rd</sup> April 2017

**Representatives Reports -**

**Robert Sudbury Trust** – Cllrs Mrs Weir/Mrs Young

**Hockley & Hawkwell Old Peoples Welfare Committee** - Cllr Mrs Weir

**Rochford Old Peoples Welfare Committee** – Cllr M Strubel

**Rochford Hundred Ass. of Local Councils** – Cllr Mrs Young

**Hawkwell Village Hall** – Cllrs Mrs Young/Cllr Binding

**Ashingdon & East Hawkwell Memorial Hall MC-**

**Public Transport Liaison Group** – Cllr Mrs Weir

**Information Reports -**

**Community Meetings** – Cllrs Binding/Strubel

**22) Payment of Accounts**

Clerk reports that the following accounts have been paid since the last meeting (April Payments attached) and seeks approval to pay any accounts due before the next meeting.

3<sup>rd</sup> May 2017  
Clerk to the Council