

**You are hereby summoned to a meeting of  
HAWKWELL PARISH COUNCIL  
to be held on  
Monday 12<sup>th</sup> June 2017 in the Committee Room,  
Freight House, Bradley Way, Rochford  
commencing at 7.30pm**

## **AGENDA**

- 1) **To receive apologies for non-attendance at meeting**
- 2) **Declarations of any:**
  1. **Disclosable Pecuniary Interest;**
  2. **Other Pecuniary Interest; or**
  3. **Non-Pecuniary Interest****on any matter on the agenda for 12<sup>th</sup> June 2017**

*Members are reminded they must, within 28 days of becoming aware of any new, or change in their Register of Members' Interests, provide written notification thereof to the Clerk of Hawkwell Parish Council.*
- 3) **Public Forum & Information Reports from District Cllrs Mrs J Gooding & Mrs L Shaw**
- 4) **Presentation by Pippa Meades, District Youth and Community Commissioner re. Mobile Youth Bus Pilot Programme**
- 5) **To approve as a correct record the Minutes of the Annual Meeting of Hawkwell Parish Council held on 8<sup>th</sup> May 2017 and to destroy the notes in respect of that meeting**
- 6) **Financial Report (May 2017)**
- 7) **Action List Update - June 2017 (For Information)**
- 8) **Accept and Approve for Despatch the Annual Return & Sign the Annual Accounts for the year ended 31<sup>st</sup> March 2017 – Paper attached (For Action)**
  - a) **Review the effectiveness of the system of internal control & consider any findings (For Decision);**
  - b) **Annual Return: Annual Governance Statement: Section 1 of the Annual Return (For Decision):**
    - i. **Approve the Annual Governance Statement by Resolution;**
  - c) **Annual Return: Accounting Statements: Section 2 of the Annual Return (For Decision):**
    - i. **Consider the Accounting Statements by the members meeting as a whole;**

- ii. **Approve the Accounting Statements by Resolution; and**
  - iii. **Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.**
- d) **Chairman and RFO to sign the Annual Accounts for 2016/17 (Action)**
- 9) **Committee Membership & Representatives on Outside Bodies for 2017/18**
- a) **Cllr Mrs Shaw has resigned from the Personnel Committee (For Noting);**
  - b) **The new Committee Membership structure & Representatives on Outside Bodies 2017/18: Summary table attached**
- 10) **Items for referral to Rochford District Council (RDC) regarding Shared Working Opportunities (For Discussion)**
- 11) **Correspondence (list attached)**
- 12) **Receive Committee/Working Party Reports since last meeting:**
- Planning Committee:**  
Note Minutes of Meetings held on 15<sup>th</sup> May 2017
- Finance Committee:**  
Note Minutes of Meeting held on 15<sup>th</sup> May 2017
- General Purposes Committee:**  
Note Minutes of Meeting held on 15<sup>th</sup> May 2017
- Parks Committee:**  
Note Minutes of Meeting held on 15<sup>th</sup> May 2017
- 13) **Representatives Reports**
- Hockley & Hawkwell Old Peoples Welfare committee - Cllr Mrs Weir**
  - Rochford Old Peoples Welfare committee – Cllr Strubel**
  - Rochford Hundred Ass. of Local Councils - Cllrs Mrs Young/Cllr May**
  - Hawkwell Village Hall – Cllrs Binding/Mrs Young**
  - Ashingdon & East Hawkwell Memorial Hall MC-**
  - Public Transport Liaison Group – Cllr Mrs Weir**
  - Robert Sudbury Charity – Cllrs Mrs Weir/Mrs Young**
- Information Reports -**  
Community Meetings – Cllrs Binding/Strubel
- 14) **Payment of Accounts**  
Clerk reports that the following accounts have been paid since the last meeting (May Payments attached) and seeks approval to pay any accounts due before the next meeting.

7<sup>th</sup> June 2017  
Clerk to the Council