

**You are hereby summoned to the Annual Meeting of
HAWKWELL PARISH COUNCIL
to be held on
Monday 13th May 2019
in the Committee Room, Freight House, Bradley Way, Rochford
commencing at 7.30 pm**

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the Council cannot lawfully decide any matter that is not specified on the agenda. Should you require additional information on any agenda item please advise the Clerk by 1pm on the working day preceding the meeting.

AGENDA

- 1) **Election of Chairman for the Civic Year 2019-20 and sign the Declaration of Acceptance of Office (For Decision/Action)**
- 2) **Election of Vice Chairman for the Civic Year 2019-20 (For Decision)**
- 3) **Declaration of Acceptance of Office of Councillors (For Action)**
- 4) **To receive apologies for non-attendance at meeting (For Noting)**
- 5) **Update of Register of Members' Interest/General Notice of Registrable Interests (For Action)**

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. These should be signed by Members after Agenda item 12. & will be collected in by the Clerk.

- 6) **Declarations of any:**
 - a. **Disclosable Pecuniary Interest;**
 - b. **Other Pecuniary Interest; or**
 - c. **Non-Pecuniary Interest****on any matter on the agenda for 13th May 2019**

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.
- 7) **Adoption of revised Standing Orders (SO) 2019 (For Decision)**

HPC adopted the new NALC 2018 Model Standing Orders last year but there have been a couple of amendments (NALC paper L09-18 July 2018 refers) and I have updated the Standing Orders to reflect these changes:

 - a) **NALC paper attached;**
 - b) **Revised Standing Orders attached.**
- 8) **Ratification of Financial Regulations: last ratified May 2018, no amendments required (For Decision)**

Members have previously received copies of this document, so it is not included with the papers.

9) **Ratification of the Strategic Plan 2019-2022: Adopted April 2019 (For Decision)**

10) **Consider Amendments to the Committee 'Terms of Reference' (For Decision)**

- a) Suggested amendments in bold type;
- b) Consider removal of the 'Appointments Committee'

11) **Agree Committee Structure and appointment of Members: List of last year's Committees and Members attached 'Appendix I' (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) *(Only if Item 10b. is not approved)*
- 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) GDPR Working Group (reports to Full Council)
- m) Newsletter Working Group (NEW): Chairs of Committees (reports to Full Council)

NB: Chairman and Vice-Chairman are members of all Committees, Sub-Committees and Working Groups Ex-Officio unless appointed as a full member at the Annual Meeting (see Standing Order 4(d))

12) **Appoint representatives to outside bodies: List of last year's representatives attached 'Appendix II' (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)

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

13) **Receive draft and unaudited Income & Expenditure Accounts for 2018/19 (For Information)**

14) **Set a date for the inspection of Investments, Leases and Asset Register/Inventory etc and agree examining Officers (For Decision)**

15) **To accept the Record of Attendance for preceding year (For Decision)**

16) Receive dates of Full Council and Committee Meetings for 2019/20 (For Decision)

17) Public Forum & Information Reports from District Councillors for Hawkwell Parish

Hawkwell West

District Cllr Julie Gooding
District Cllr Christine Mason
District Cllr Toni Carter

Hawkwell East

District Cllr Lesley Butcher
District Cllr Phil Shaw
District Cllr Mike Webb

18) To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 15th April 2019 and to destroy the notes in respect of that meeting (For Decision)

19) Financial Report (April 2019) (For Information)

20) Action List Update (May 2019) (For Information)

21) Consideration of Co-option of Nicola Shaw and Tino Manyika (For Decision)

22) Member Training Opportunities: EALC Training Calendar attached (For Decision)

23) Correspondence (For Information)

24) Receive Committee Reports since last meeting (For Noting/Decision)

Finance Committee:

- a. Note Minutes of Meeting held on 15th April 2019; and
- b. Finance Committee recommends the following proposals to Full Council in respect of the Earmarked Reserves for 2019/20:

‘That members agree to movements in the ‘Other Earmarked Reserves’ resulting in an increase of £10,500, giving this fund a total of **£37,550** at the beginning of the financial year 2019/20.’

‘The ‘**total**’ Earmarked Reserves at the beginning of 2019/20 are **£56,161** which is made up of £18,611 in the Asset Renewable Fund and £37,550 in the ‘Other’ Earmarked Reserves.’

‘That members agree in regard to the level of General Reserve, although higher than the reserves policy states, that no action needs to be taken.’

Representatives Reports

Robert Sudbury Trust – Cllrs Mrs Weir

Hockley & Hawkwell Old Peoples Welfare Committee - Cllr Mrs Weir/M Strubel

Rochford Old Peoples Welfare Committee – Cllr M Strubel/S May

Rochford Hundred Association of Local Councils (RHALC) – Cllr S May

Hawkwell Village Hall – Cllr S Wootton

Ashingdon & East Hawkwell Memorial Hall MC- None

Public Transport Liaison Group – Cllr Mrs Weir

Information Reports

Community Meetings – Cllr Strubel

25) Payment of Accounts (For Decision)

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.

8th May 2019
Clerk to the Council