

**You are hereby summoned to a meeting of
HAWKWELL PARISH COUNCIL
to be held on
Monday 10th June 2019 in the Committee Room,
Freight House, Bradley Way, Rochford
commencing at 7.30pm**

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) **To receive apologies for non-attendance at meeting (For Noting)**
- 2) **Declarations of any:**
 1. **Disclosable Pecuniary Interest;**
 2. **Other Pecuniary Interest; or**
 3. **Non-Pecuniary Interest****on any matter on the agenda for 10th June 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.
- 3) **Public Forum & Information Reports from District Councillors (For Information/Discussion)**
 - a) Reports from District Councillor Julie Gooding - attached
- 4) **To approve as a correct record the Minutes of the Annual Meeting of Hawkwell Parish Council held on 13th May 2019 and to destroy the notes in respect of that meeting (For Decision)**
- 5) **Financial Report - May 2019 (For Information)**
- 6) **Action List Update - June 2019 (For Information)**
- 7) **Notification that a Casual Vacancy has arisen due to non-declaration of Acceptance of Office by Mrs Eileen Gadsdon (For Information)**
- 8) **Co-Option of Mrs Nicola Shaw and Tino Manyika (For Action/Decision)**
 - a) Sign 'Declaration of Acceptance of Office' form and 'Register of Interests' form; and
 - b) Appointment to Committees & Outside Bodies
- 9) **Receive and Note the Internal Audit Report (Final) for 2018/19 (For Noting)**
- 10) **Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2018/19 & Sign the Annual Accounts for the year ended 31st March 2019 – Paper attached (For Action)**

- a) Review the effectiveness of the system of internal control & consider any findings (For Decision);
 - b) Annual Governance Statement: Section 1 of the AGAR (For Decision):
 - i. Approve the Annual Governance Statement by Resolution;
 - c) Accounting Statements: Section 2 of the AGAR (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 2018/19 (For Action)
- 11) Newsletter – Summer Edition (For Discussion/Decision)
- 12) Receive recommendation from the Defibrillator Working Group (For Decision)
- 13) Items for consideration from Cllr S Wootton – email attached (For Discussion)
- 14) Correspondence - list attached (For Information/Decision)
- 15) Receive Committee/Working Party Reports since last meeting:
- Planning Committee:
Note Minutes of Meetings held on 20th May 2019
- Finance Committee:
Note Minutes of Meeting held on 20th May 2019
- Parks Committee:
Note Minutes of Meeting held on 20th May 2019
- 16) Representatives Reports
 Hockley & Hawkwell Old Peoples Welfare committee - Cllr Mrs Weir/M Strubel
 Rochford Old Peoples Welfare committee – Cllr Strubel/Cllr May
 Rochford Hundred Ass. of Local Councils – Cllr May
 Hawkwell Village Hall – Cllr M Weir
 Ashingdon & East Hawkwell Memorial Hall MC-
 Public Transport Liaison Group – Cllr Mrs Weir
 Robert Sudbury Charity – Cllrs Mrs Weir/Ms Rees-Jones
- Information Reports -
 Community Meetings – Cllr Strubel
- 17) 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.

5th June 2019
Clerk to the Council