

**You are hereby summoned to a meeting of
HAWKWELL PARISH COUNCIL
(by Zoom on-line platform)
to be held on
Wednesday, 1st July 2020
commencing at 2.00 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) **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 1st July 2020**

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 Participation Session: A maximum of 2 minutes per speaker will be permitted**
 - a) **Public Forum (Members of the Public to contact Clerk before 3pm the day prior to the meeting to request access to the on-line meeting)**
 - b) **Information Reports from District Councillors (For Information)**
- 4) **To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 2nd March 2020 and to destroy the notes in respect of that meeting (For Decision)**
- 5) **Resignation of Cllrs Brian Goldsmith and Kieran Stubbings (For Noting)**
- 6) **Financial Report - May 2020 (For Information)**
- 7) **Action List Update – July 2020: Limited Updates due to the Coronavirus Pandemic (For Noting)**
- 8) **Receive and Note the Internal Audit Report (Final) for 2019/20 (For Noting)**
- 9) **Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2019/20 & Sign the Annual Accounts for the year ended 31st March 2020 – 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 2019/20 (For Action)**

10) Receive Committee/Working Party Reports since last meeting:

Planning Committee:

Receive Planning Responses to Rochford District Council since March 2020.

Finance Committee:

Note Minutes of Meeting held on 9th March 2020

Parks Committee:

Note Minutes of Meeting held on 9th March 2020

11) Payment of Accounts

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

24th June 2020
Clerk to the Council