

**You are hereby summoned to the Annual Meeting of
HAWKWELL PARISH COUNCIL
to be held on
Monday 17th May 2021
in the Rochford Day Centre, 33A Back Lane, 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.

COVID Statement: Please would attendees observe social distancing guidelines and wear masks on entering and exiting the venue and for the duration of the meeting.

AGENDA

1) **Election of Chairman for the Civic Year 2021-22 & execute the declaration of acceptance of office of Chairman of the Council (For Decision)**

2) **Election of Vice Chairman for the Civic Year 2021-22 (For Decision)**

3) **To receive apologies for non-attendance at meeting (For Noting)**

4) **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 9. and left on the table at the end of the meeting for the Clerk to collect.

5) **Declarations of any:**

a. Disclosable Pecuniary Interest;

b. Other Pecuniary Interest; or

c. Non-Pecuniary Interest

on any matter on the agenda for 17th May 2021

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.

6) **Resignation of Cllr Mrs Nicola Shaw - Email attached (For Noting)**

7) **Governance – Review of Key Documents (For Decision)**

a) Adoption of revised Standing Orders 2021

b) Adoption of revised Financial Regulations 2021

c) Adoption of revised Committee Terms of Reference

8) 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) General Purposes Committee (12)
- c) Planning Committee (9)
 - i. Members to consider the way forward for dealing with planning applications – report attached
- d) Parks, Open Spaces, Conservation & Footpaths Committee (12)
- e) Personnel Committee (9)
- f) Policy Committee (9)
- g) Health & Safety Sub-Committee (5)
- h) Christmas Parcels Working Group (reports to General Purposes)
- i) Christmas Lights Working Group (reports to General Purposes)
- j) GDPR Working Group (reports to Full Council)
- k) Youth Working Group (reports to General Purposes)
- l) Newsletter Working Group (NEW): Chairs of Committees (reports to Full Council)
- m) Community Engagement Working Group (reports to General Purposes)
- n) Social Media Working Group (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))

9) 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
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)

Hockley & Hawkwell Old Peoples Welfare Committee - (see letter, Item 1 in Correspondence)

10) Receive draft and unaudited Income & Expenditure Accounts for 2020/21 (For Information)

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

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

13) Receive dates of Full Council and Committee Meetings for 2021/22 (For Decision)

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

- 15) Co-option Interview – Paperwork attached (For Decision at Agenda item 26)
- 16) To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 8th March 2021 and to destroy the notes in respect of that meeting (For Decision)
- 17) Financial Report (April 2021) (For Information)
- 18) Action List Update (May 2021) (For Information)
- 19) Report on Security Company Trial (For Decision)
- 20) Consideration of Councillor Domain Emails – report attached (For Decision)
- 21) Consideration of holding an event to mark the Queen's Platinum Jubilee in 2022 – Cllr Mrs Weir (For Decision)
- 22) Correspondence (For Information)
- 23) Receive Committee Reports since last meeting (For Noting/Decision)

Finance Committee:

- a. Note Minutes of Meeting held on 25th January 2021;
- b. Note Minutes of Meeting held on 15th April 2021;
- c. Finance Committee recommends the following proposals to Full Council in respect of the Earmarked Reserves (EMR) for 2021/22:

‘That members agree to movements in the Other Earmarked Reserves (OER) resulting in an increase of £3k, giving this fund a total of **£30,050** at the beginning of the financial year 2021/22.’

‘The total EMR at the beginning of 2021/22 are **£41,716**, which is made up of £11,666 in the Asset Renewable Fund and £30,050 in the OER.

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

Planning Committee:

Note Planning Responses to Rochford District Council - March to May 2021.

Representatives Reports

Robert Sudbury Trust – Cllrs Mrs Weir

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 May

Ashingdon & East Hawkwell Memorial Hall MC- Cllr R Gardner

Public Transport Liaison Group – Cllr Mrs Weir

Information Reports

Community Meetings – Cllr Strubel

24) Payment of Accounts (For Decision)

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

25) The Parish Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2)

26) Post-interview Co-option Discussion (For Decision)

12th May 2021
Clerk to the Council