

**You are hereby summoned to a meeting of
HAWKWELL PARISH COUNCIL
to be held on
Monday, 21st June 2021
at 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) **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 21st June 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.
- 3) **Public Participation Session: A maximum of 2 minutes per speaker will be permitted**
 - a) **Public Forum**
 - b) **Information Reports from District & County Councillors (For Information)**
- 4) **To approve as a correct record the Minutes of the Annual Meeting of Hawkwell Parish Council held on 17th May 2021 and to destroy the notes in respect of that meeting (For Decision)**
- 5) **Ratification of Co-option of Cllr Leanne Dalby (For Noting)**
- 6) **Financial Report - May 2021 (For Information)**
- 7) **Action List Update – June 2021 (For Noting)**
- 8) **Receive and Note the Internal Audit Report (Final) for 2020/21 (For Noting)**
- 9) **Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2020/21 & Sign the Annual Accounts for the year ended 31st March 2021 – 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 2020/21 (For Action)**

10) Summer 2021 Newsletter: Items for Inclusion (For Discussion)

11) Correspondence (For Noting)

12) Representative Reports

Rochford Old Peoples Welfare committee – Cllr S May
Rochford Hundred Ass. of Local Councils – Cllr S May
Hawkwell Village Hall – Cllr May
Ashingdon & East Hawkwell Memorial Hall MC –
Public Transport Liaison Group – Cllr Mrs Weir
Robert Sudbury Charity – Cllrs Mrs Weir/Cllr S May
Information Reports -
Community Meetings – Cllr M Strubel

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

Planning Committee:

Receive Planning Responses to Rochford District Council May - June 2021

Parks Committee:

Note Minutes of Meeting held on 24th May 2021

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.

16th June 2021
Clerk to the Council