

**You are hereby summoned to the
Annual Meeting of
HAWKWELL PARISH COUNCIL
to be held on Monday 9th May 2022
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.

AGENDA

1) Election of Chairman for the Civic Year 2022-23 & execute the declaration of acceptance of office of Chairman of the Council (For Decision)

2) Election of Vice Chairman for the Civic Year 2022-23 (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 9th May 2022

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) Notification of formal Co-option of Cllr Mark Vallance (For Noting)

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

- a) Adoption of Standing Orders 2022**
- b) Adoption of Financial Regulations 2022**

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)**

- d) Parks, Open Spaces, Conservation & Footpaths Committee (12)
- e) Personnel Committee (9)
- f) Health & Safety Sub-Committee (5)
- g) Policy Committee (9)
- 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: 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)
- o) Queen's Platinum Jubilee Working Group NEW (reports to General Purposes)
- p) Friends of Hawkwell Parks Working Group NEW (reports to Parks)
- q) Magnolia Park Nature Reserve Working Group NEW (reports to Parks)
- r) Climate Change Working Group NEW (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)

Rochford Old Peoples Welfare Committee (2)
 Rochford Hundred Ass. of Local Councils (2)
 Ashingdon & East Hawkwell Memorial Hall MC (1)
 Hawkwell Village Hall Committee (2)
 Public Transport Liaison Group (1)
 Robert Sudbury Trust (2) - Administered by Hawkwell Parish Council
 Community Meetings (2)

10) Receive draft and unaudited Income & Expenditure Accounts for 2021/22 (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 2022/23 (For Decision)

14) Public Participation Session: A maximum of 2 minutes per speaker will be permitted

- 1. Public Forum
- 2. Information Reports from District & County Councillors (For Information)

15) To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 4th April 2022 and to destroy the notes in respect of that meeting (For Decision)

16) Financial Report (April 2022) (For Information)

17) Action List Update (May 2022) (For Information)

18) Private Security Public Consultation (For Decision)

19) Correspondence (For Information)

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

Finance Committee:

- a. Note Minutes of Meeting held on 4th April 2022;
- b. Finance Committee recommends the following proposals to Full Council in respect of the Earmarked Reserves (EMR) for 2022/23:

‘That members agree to movements in the Other Earmarked Reserves (OER) resulting in an increase of £16,600, giving this fund a total of **£46,650** at the beginning of the financial year 2022/23.’

‘The total EMR at the beginning of 2022/23 are **£68,066**, which is made up of £21,416 in the Asset Renewable Fund and £46,650 in the OER.

Planning Committee:

Note Planning Responses to Rochford District Council - April 2022.

Representatives Reports

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

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

Ashingdon & East Hawkwell Memorial Hall MC- No Representative(s).

Hawkwell Village Hall – Cllr S May

Public Transport Liaison Group – Cllr Mrs Weir

Robert Sudbury Trust – Cllrs Mrs Weir

Information Reports

Community Meetings – Cllr Strubel

21) 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.

4th May 2022
Clerk to the Council