

**You are hereby summoned to a meeting of
HAWKWELL PARISH COUNCIL
to be held on
Monday, 13th June 2022
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.

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 13th June 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.
- 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 9th May 2022 and to destroy the notes in respect of that meeting (For Decision)**
- 5) Financial Report - May 2022 (For Information)**
- 6) Action List Update – June 2022 (For Noting)**
- 7) Co-option Candidate Interviews: report attached (For Action)**

Candidate Application paperwork attached separately
- 8) Non-Attendance by Councillor for six months – paper attached (For Decision)**
- 9) Receive and Note the Internal Audit Report (Final) for 2021/22 (For Noting)**
- 10) Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2021/22 & Sign the Annual Accounts for the year ended 31st March 2022 – Paper attached (For Action)**
 - a) Review the effectiveness of the system of internal control & consider any findings – paper attached (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 2021/22 (For Action)**

11) Correspondence (For Noting)

12) Representative Reports

Rochford Old Peoples Welfare committee – Cllrs S May/M Vallance

Rochford Hundred Ass. of Local Councils – Cllrs S May/M Vallance

Hawkwell Village Hall – Cllrs Mrs M Weir/M Vallance

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:

Parks Committee:

Note Minutes of Meeting held on 16th May 2022

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.

Resolution within Standing Order 3d "that in view of the confidential and special nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw".

Standing Order 11 and 19f also apply.

15) Consider Co-option of new Councillors (For Decision)

8th June 2022
Clerk to the Council