

**You are hereby summoned to a meeting of
HAWKWELL PARISH COUNCIL
to be held on
Monday 12th June 2023
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 Registerable Interest****on any matter on the agenda for 12th June 2023**

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 15th May 2023 and to destroy the notes in respect of that meeting (For Decision)**
- 5) **Financial Report - May 2023 (For Information)**
- 6) **Action List Update – June 2023 (For Noting)**
- 7) **Formal notification of Resignation of Cllr Mark Vallance (For Noting)**
- 8) **Formal notification of Disqualification of two Members by virtue of failing to sign their Declaration of Acceptance of Office (For Noting)**
- 9) **Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2022/23 & Sign the Annual Accounts for the year ended 31st March 2023 – 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 2022/23 (For Action)**

10) Summer Newsletter – Paper attached (For Decision)

11) Private Security Patrols: May 2023 Report (For Information)

12) Correspondence (For Noting)

13) Representative Reports

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

Rochford Hundred Ass. of Local Councils – Cllr S May (2 vacancies)

Hawkwell Village Hall – Cllr Mrs M Weir (1 vacancy)

Ashingdon & East Hawkwell Memorial Hall MC –

Public Transport Liaison Group – Cllr M Strubel

Robert Sudbury Charity – Cllrs Mrs Weir/S May

Information Reports -

Community Meetings – Cllrs M Strubel/Mrs J Strubel

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

Parks Committee:

Note Minutes of Meeting held on 22nd May 2023

Finance Committee:

Note Minutes of Meeting held on 22nd May 2023

Planning Committee:

Note Minutes of Meeting held on 22nd May 2023

15) 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.

7th June 2023
Clerk to the Council