

**You are hereby summoned to the
Annual Meeting of
HAWKWELL PARISH COUNCIL
to be held on Monday 13th May 2024
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 2024-25 & execute the Declaration of Acceptance of Office of Chairman of the Council (For Decision/Action)

2) Election of Vice Chairman for the Civic Year 2024-25 (For Decision)

3) 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 new 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.

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

5) Declarations of any

a. Disclosable Pecuniary Interests

b. Other Registrable Interests

on any matter on the agenda for 13th May 2024

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) Governance – Review of Key Documents (For Decision)

a) Adoption of Standing Orders 2024 (no change from previous year)

b) Adoption of Financial Regulations 2024 (no change from previous year)

7) Agree Committee & Working Group 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) Newsletter Working Group: Chairs of Committees (reports to Full Council)
- j) Social Media Working Group (reports to Full Council)
- k) Climate Change Working Group (reports to Full Council)
- l) **NEW** Harvest Festival Fayre Working Group (reports to General Purposes)

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))

8) Consider Disbanding the following Working Groups – Council can re-convene if required in the future (For Decision)

- a) Christmas Lights Working Group (reports to General Purposes)
- b) GDPR Working Group (reports to Full Council)
- c) Youth Working Group (reports to General Purposes)
- d) Friends of Hawkwell Parks Working Group (reports to Parks)
- e) Community Engagement Working Group (reports to General Purposes)

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 (3)
 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 2023/24 (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 2024/25 (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 March 2024 and to destroy the notes in respect of that meeting (For Decision)

16) Financial Report (April 2024) (For Information)

17) Action List Update (May 2024) (For Information)

18) Private Security Patrols (For Decision)

- a) Email re. Services provided - attached
- b) Patrol Reports - attached

19) Receive and Note the Internal Audit Report (Final) for 2023/24 (For Noting)

20) Correspondence (For Information)

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

Planning Committee

Note Minutes of the Planning Committee held on 4th March and 8th April 2024.

Finance Committee (For Decision)

- a) Note Minutes of the Finance Committee held on 11th March 2024
- b) Finance Committee **recommends** the following proposals to Full Council in respect of the Earmarked Reserves (EMR) for 2024/25.

‘That Members agree to movements in the **Other Earmarked reserves (OER)** resulting in a decrease of £700, giving this fund a total of **£55,950** at the beginning of the financial year 2024/25.’

‘The total **EMR** at the beginning of 2024/25 are **£82,431** which is made up of £26,481 in the Asset Renewable Fund and £55,950 in the OER.’

Parks Committee

Note Minutes of the Parks Committee held on 11th March and 8th April 2024.

General Purposes Committee

Note Minutes of the Policy Committee held on 8th April 2024

Representatives Reports

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

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

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

Hawkwell Village Hall – Cllrs Mrs M Weir/T Hargrave

Public Transport Liaison Group – Cllr Mrs Weir

Robert Sudbury Trust – Cllrs Mrs Weir/Cllr S May

Information Reports

Community Meetings – Cllr Strubel/Cllr Mrs J Strubel

22) 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.

8th May 2024
Clerk to the Council