

**You are hereby summoned to a meeting of
HAWKWELL PARISH COUNCIL
to be held on
Monday 17th June 2024
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:**
 - a) **Disclosable Pecuniary Interest**
 - b) **Other Registerable Interest****on any matter on the agenda for 17th June 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.
- 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 13th May 2024 and to destroy the notes in respect of that meeting (For Decision)**
- 5) **Financial Report - May 2024 (For Information)**
- 6) **Action List Update – June 2024 (For Noting)**
- 7) **Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2023/24 & Sign the Annual Accounts for the year ended 31st March 2024 – 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) **Chair and RFO to sign the Annual Accounts for 2023/24 (For Action)**

- 8) **Committee/Working Group Matrix (For Information)**
- 9) **Private Security Patrols**
a) **Email re. new monthly Incident Analysis report (For Noting)**
b) **Patrol Report: May 2024 (For Noting)**
- 10) **Email response from the Community Policing Team re. recent anti-social behaviour in Magnolia Park and Glencroft Open Space (For Noting)**
- 11) **Correspondence**
a) **Consideration of new protocol (for environmental reasons): monthly email of collated correspondence (For Decision)**
b) **May/June 2024 Correspondence (For Noting)**
- 12) **Defibrillator Checking - assistance required (For Decision)**
- 13) **Representative Reports**
Rochford Old People's 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/Cllr T Hargrave
Ashingdon & East Hawkwell Memorial Hall MC – (No representatives)
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:**
- Planning Committee:**
Note Minutes of Meeting held on 13th & 29th May 2024
- General Purposes Committee:**
Note Minutes of Meeting held on 20th May 2024
- Climate Change Working Group:**
Note Minutes of Meeting held on 20th May 2024
- Health & Safety Sub-Committee:**
Note Minutes of Meeting held on 20th May 2024
- 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.

12th June 2024
Clerk to the Council