

**You are hereby summoned to the
Annual Meeting of
HAWKWELL PARISH COUNCIL
to be held on Monday 11th May 2026
in the Hockley & Hawkwell Day Centre, Southend Road Library Carpark,
Hockley SS5 4PZ
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 Chair for the Civic Year 2026-27 & execute the Declaration of Acceptance of Office for Chair of the Council (For Decision/Action)**
- 2) **Election of Vice-Chair for the Civic Year 2026-27 (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 8. 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 11th May 2026**
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 2026 (No amendment from 2025)**
 - b) **Adoption of Financial Regulations 2026 (No amendment from 2025)**
 - c) **Consider Strategic Plan for 2026/2030 – current plan attached**
 - d) **Review of Committee Terms of Reference – see Clerk's report**
 - e) **Review and confirm Councillor Allowances Policy for 2026/27 – current policy attached**
- 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) Recommend 6 Members**
 - d) **Parks, Open Spaces, Conservation & Footpaths Committee (12)**
 - e) **Personnel Committee (9) Recommend 6 Members**
 - f) **Health & Safety Sub-Committee (6)**
 - 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) Technology Working Group (reports to Full Council)
- k) Environmental Working Group (reports to Full Council)

NB: Chair and Vice-Chair 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) **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 (-)
 Hawkwell Village Hall Committee (2)
 Public Transport Liaison Group (1)
 Robert Sudbury Trust (2) - Administered by Hawkwell Parish Council
- 9) **Receive draft and unaudited Income & Expenditure Accounts for 2025-26 (For Information)**
- 10) **To accept the Record of Attendance for preceding year (For Decision)**
- 11) **Receive dates of Full Council and Committee Meetings for 2026-27: see Clerk's report (For Decision)**
- 12) **Set a date for the inspection of Investments, Leases and Asset Register/Inventory etc and agree examining Officers (For Decision)**
- 13) **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)**
- 14) **To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 2nd March 2026 and to destroy the notes in respect of that meeting (For Decision)**
- 15) **Financial Report (April 2026) (For Information)**
- 16) **Action List Update (May 2026) (For Information)**
- 17) **Ratification of Councillor resignation – Ali Petrescu (For Noting)**
- 18) **Internal Audit: (For Decision/Noting)**
 - a) **Appoint Internal Auditor for 2026/27 – see Clerk's report**
 - b) **Receive and Note the Internal Audit Report (Final) for 2025-26**
- 19) **Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2025/26 & Sign the Annual Accounts for the year ended 31st March 2026 – Clerk's report attached (For Action/Decision)**
 - a) Review the effectiveness of the system of internal control – paper attached;
 - b) Approve by Resolution the Annual Governance Statement: Section 1 of the AGAR;
 - c) Approve by Resolution the Accounting Statements: Section 2 of the AGAR;
 - d) Chair and RFO to sign the Annual Accounts for 2025/26

- 20) **Neighbourhood Plan Feasibility Working Group (NPFWG)**
a) **Update from WG: No formal Minutes received**
b) **Request from WG Chair to add a sub-domain to Councils subscription to enable use of 'Sharepoint' under Council's control (For Decision)**
- 21) **LGR/Asset Transfers – Update from RDC attached (For Information)**
- 22) **Subscriptions (For Decision)**
a) **EALC Fees 2026/27: £1,537**
b) **Consider annual subscription to 'CouncilWise' for Member/Staff training: £500**
- 23) **Consider removal of formal 'Correspondence' item on Full Council agendas – see Clerk's report (For Decision)**
- 24) **Private Security Patrols: report attached (For Information)**
- 25) **Receive Committee Reports since last meeting (For Noting/Decision)**

Planning Committee

Note Minutes of the Planning Committee held on 9th March, 13th & 29th April 2026.

Finance Committee

Note Minutes of the Finance Committee held on 2nd March & 13th April 2026.

Parks Committee

Note Minutes of the Parks Committee held on the 13th April 2026.

General Purposes Committee

Note Minutes of the Parks Committee held on the 9th March & 13th April 2026.

26) **Representatives Reports**

Rochford Old Peoples Welfare Committee – Cllr S May

Rochford Hundred Association of Local Councils (RHALC)– Cllrs S May/L Fane/M Weir

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

Hawkwell Village Hall – Cllrs Mrs M Weir/Miss M Ward

Public Transport Liaison Group – TBA.

Robert Sudbury Trust – Cllrs Mrs Weir/Cllr S May

Information Reports

Community Meetings – No Representative.

27) **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.

6th May 2026
Clerk to the Council