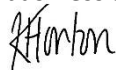


**MEETING OF HAWKLEY PARISH COUNCIL
TO BE HELD WEDNESDAY 17th MAY AT 7:30PM**

Dear Councillor, You are hereby summoned to a meeting of Hawkley Parish Council for the transaction of business set out below. This meeting is being held at Hawkley Village Hall.



Katherine Horton, Clerk to the Council
9th May 2023

AGENDA

- 1) Welcome**
- 2) Apologies for Absence**
- 3) Acceptance of Office.** Further to the 2023 Parish Council elections, to confirm that the Councillors for Hawkley Parish Council have completed the required paperwork: Acceptance of Office and Register of Interests
- 4) Appointment to Committee roles**
 - a) Appointment of Chair and signature of Acceptance of Office
 - b) Appointment of Planning Committee and Chair with verbal declarations of Acceptance of Office
 - c) Appointment of Staff Panel, Audit Review Committee, Footpaths Officer and Hall Representative with verbal declarations of Acceptance of Office
- 5) Declarations of Interest.** Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary or personal interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter
- 6) Approval of Minutes**
 - a) Parish Council Meeting held on 15th February 2023
 - b) Report from Clerk on the actions taken under the scheme of temporary delegation following meetings of the Planning Advisory Committee on 25th April and 2nd May 2023 and approve the associated minutes for these meetings.
- 7) Parish Council Finances/Administration**
 - a) Financial summary for February to March 2023.
 - b) Financial summary from April to May 2023 and in addition:
 - i) Notification of Payments made under Item 14 of the Financial Regulations since the last meeting
 - ii) Notification/authorisation of other payments
 - iii) To consider a request from the Village Magazine team for a grant under Section 137 of the 1972 LGA ("The Free Resource")
 - c) Internal Audit report: to receive the completed report, review recommendations and agree what action will be taken in relation to these
 - d) Having considered the Internal Audit report and supporting papers, to complete and approve the External Audit requirements for 2022/23
 - i) Section One. The Annual Governance Statement
 - ii) Section Two. The Accounting Statements
 - iii) The AGAR Certificate of Exemption
 - e) To review and then accept the following policies/documents for 2023/24:

- i) Standing Orders for 2023/24
- ii) Asset Register for 2023/24
- iii) Financial Regulations for 2023/24
- iv) Statement of Internal Control 2023/24
- v) HPC Risk Analysis 2023/24

8) Public forum: Adjournment of the meeting for 10 minutes to allow the public to raise questions

9) Report from County Councillor Oppenheimer

10) Report from District Councillor Louisson

11) On going projects/open actions:

- a) **Social Housing** – to note a response from Damian Hinds MP in relation to 4 Homefields Cottage
- b) **Ponds** - to receive a report from Cllr Buckle and confirm the next steps to be taken
- c) **Play Area** – to receive an update from the Village Hall Trustees
- d) **Phone Box**
 - i) to note adoption of the phone box on Upper Green by HPC
 - ii) to confirm Cllr Large is still willing to lead on any maintenance works
 - iii) to agree next steps for any maintenance works
- e) **Drainage channels and gulleys** – to receive an update from the Clerk on actions taken to date and agree what further work is required

12) Items for next agenda

13) Date of next meeting – 12th July 2023, 7:30pm

Katherine Horton (Clerk)
9th May 2022