

ANNUAL MEETING OF HAWKLEY PARISH COUNCIL TO BE HELD WEDNESDAY 21st MAY 2025 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
15th May 2025

AGENDA

- 1) **Welcome**
- 2) **Apologies for Absence.**
- 3) **Appointment to Committee roles**
 - a) Appointment of Chair and signature of Acceptance of Office
 - b) Appointment of Vice Chair and verbal declaration of Acceptance of Office
 - c) Appointment of Planning Advisory Committee and Chair with verbal declarations of Acceptance of Office
 - d) Appointment of Staff Panel, Audit Review Working Group, Footpaths Officer and Hall Representative with verbal declarations of Acceptance of Office
- 4) **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
- 5) **Approval of Minutes** - Parish Council Meeting held on 19th March 2025.
- 6) **Public Participation** *To allow attending electors of the parish to ask questions of or make representations to the Council.*
- 7) **Parish Council Finances/Administration**
 - a) Clerk's Report inc
 - i) Updates post March meeting
 - ii) Correspondence
 - b) Financial summary for March 2025.
 - c) Financial summary for April 2025 and in addition:
 - i) Notification of Payments made under Item 14 of the Financial Regulations since the last meeting
 - ii) To accept the recommendation for the annual insurance policy
 - iii) Notification/authorisation of other payments
 - d) Internal Audit report: to note the completed report and consider the associated recommendation(s) from the Audit Working Group and agree what action will be taken in relation to these
 - e) Having considered the Internal Audit report, supporting papers and recommendation(s) from the Audit Working Group, to complete and approve the External Audit requirements for 2024/25:
 - i) Section One. The Annual Governance Statement
 - ii) Section Two. The Accounting Statements

iii) The AGAR Certificate of Exemption

f) To review and then accept the following policies/documents for 2025/26:

i) Standing Orders.

ii) Committee and Working Group terms of reference

iii) Financial Regulations for 2025/26

iv) Asset Register for 2025/26

v) Statement of Internal Control 2025/26

vi) HPC Risk Analysis 2025/26

vii) Cllrs Code of Conduct

8) Ponds.

a) To receive a verbal update from Cllr Buckle on the status of the ponds project.

b) To finalise and adopt the Pond policy and risk assessment

9) Kerb on Upper Green.

a) To receive a verbal update on the work carried out to date

b) To discuss possible next steps and if thought fit to authorise expenditure up to £3,000

10) Date of next meeting – Wednesday 16th July 2024 at 7:30pm

Katherine Horton (Clerk). 15th May 2025