



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

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Members of the Parish Council are hereby summoned to attend the Annual Parish Council meeting in the Parish Hall, 58 Southend Road, Hockley on Monday 20th May 2019 at 8.00pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

15th May 2019

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 elect a Chairman
2. To receive the Chairman's Declaration of Acceptance of Office
3. To elect a Vice Chairman
4. Apologies for absence
5. Minutes
Acceptance of the minutes from the meeting dated 18th March 2019 (previously circulated).
6. To receive the progress report (appendix 1)
7. To receive member's declarations of interests in items on the agenda.
8. Council Structure, Terms of Reference and calendar of meetings
To consider the report from the Clerk regarding the structure of the Parish Council committee system and calendar of meetings (appendix 2).
9. Appointment of Committees
To appoint members onto the following committees:
 - (a) Communities Committee
 - (b) Environment Committee
 - (c) Personnel Committee
 - (d) Planning Committee
 - (e) Resources & Procedures Committee

- (f) Festive Lights Sub Committee;
- (g) Personnel Sub Committee.

10. Appointment of delegates and representatives to outside bodies

To appoint members as delegates and representatives to the following outside bodies:

- (a) Hockley Chamber of Trade
- (b) Hockley Residents Association
- (c) Hockley Community Centre
- (d) Hockley Public Hall
- (e) Hockley and Hawkwell 55+ Old People's Welfare
- (f) Massive Youth Centre
- (g) Rochford Hundred Association of Local Councils
- (h) Rochford District Council Discover 2020
- (i) Transport User Group
- (j) Citizens Advice Bureau
- (k) Community Safety Partnership

11. Dispensations for members

To authorise the Clerk to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the Council inquorate.

12. Public Participation session

There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker will be permitted.

13. To receive reports from the District and County Councillors.

14. Finance

- (a) To approve the responses to the questions detailed in section 1 of the Annual Governance and Accountability Return and sign this part of the Return for 2018/19 (appendix 3);
- (b) To approve and sign section 2 of the Annual Governance and Accountability Return for 2018/19 (appendix 4);
- (c) To consider the internal audit report (to be circulated at the meeting);
- (d) To consider the report from the Rochford District Council Remuneration Panel and decide the level of member allowances (previously circulated).

15. Policies and Procedures

- (a) To review and agree the Financial Regulations (previously circulated)
- (b) To approve the amendments to the Grant Funding policy (appendix).

16. Committee Minutes (previously circulated)

- (a) To note the minutes from the Communities Committee meeting held on 7th May 2019;
- (b) To note the minutes from the Environment Committee meeting held on 1st April 2019;
- (c) To note the minutes from the Festive Lights Sub Committee meeting held on 20th March 2019;

- (d) To note the minutes from the Festive Lights Sub Committee meeting held on 23rd April 2019;
- (e) To note the minutes from the Planning Committee meeting held on 1st April 2019
- (f) To note the minutes from the Planning Committee meeting held on 15th April 2019;
- (g) To note the minutes from the Planning Committee meeting held on 7th May 2019;
- (h) To note the minutes from the Resources and Planning Committee meeting held on 25th March 2019;
- (i) To note the minutes from the Resources and Planning Committee meeting held on 29th April 2019.

17. Essex Libraries Consultation

To note any updates in relation to the library.

18. Plumberow Primary Academy

To note that the Clerk had joined the Plumberow Primary Academy Parent and Community Advisory Board (PCAB).

19. Report from representatives on outside bodies

To receive a report from representatives on the following bodies:

- (a) Rochford Hundred Association of Local Councils – Cllr. R. Martin and Cllr. B. Hazlewood (appendix 6);
- (b) Discover 2020 – Cllr. S. James and Cllr. B. Thorogood (appendix 7).

20. Items to be added to the next agenda

21. Date of future meetings

The next Parish Council meeting will be held on Monday 15th July 2019 at 7.30pm.