



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 Parish Council meeting in the Parish Hall, 58 Southend Road, Hockley on Monday 23rd September 2019 at 7.30pm 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

17th September 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. **Apologies for absence**
2. **Minutes**
Acceptance of the minutes from the meeting dated 22nd July 2019 (previously circulated).
3. **To receive the progress report (appendix 1).**
4. **To receive member's declarations of interests in items on the agenda.**
5. **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.
6. **To receive reports from the District and County Councillors.**
7. **Essex Libraries Consultation**
To consider any updates on the plans for Hockley Library.
8. **Structure, Terms of Reference and Policies**
 - (a) Following the recommendation from the Internal Auditor to maintain a £250 cash float, members are required to make a decision on Financial Regulation 6.21 or 6.22 (appendix 2);
 - (b) Following point (a) above, the Resources and Procedures Committee meeting on 16th September 2019 recommend the approval of the new Financial Regulations (previously circulated);
 - (c) To consider creating gov.uk email addresses for individual Councillors.
9. **Leases**
 - (a) To receive an update on the lease for the public toilets in Southend Road;

- (b) To receive an update on the lease for the allotments in Folly Lane.

10. Committee Minutes (previously circulated)

- (a) To note the minutes from the Communities Committee meeting held on 9th September 2019;
- (b) To note the minutes from the Environment Committee meeting held on 2nd September 2019;
- (c) To note the minutes from the Festive Lights Sub Committee meeting held on 9th September 2019;
- (d) To note the minutes from the Planning Committee meeting held on 29th July 2019;
- (e) To note the minutes from the Planning Committee meeting held on 2nd September 2019;
- (f) To note the minutes from the Resources and Procedures Committee meeting held on 28th May 2019;
- (g) To note the minutes from the Resources and Procedures Committee meeting held on 16th September 2019.

11. Finance

- (a) To note that the external audit for the year 2018/19 had been completed with no recommendations from the external auditor;
- (b) To confirm the expenditure for the conversion of the upper hall to offices as recommended by the Communities Committee on 9th September 2019 and Resources and Procedures Committee on 16th September 2019. The specification for the works had previously been circulated to members with the Communities Committee agenda. The sum of £22,000 to be taken from general reserves as recommended by the Resources and Procedures Committee meeting on 16th September 2019; this covers the conversion of the upper hall to offices plus heat pumps for the building (both heating and cooling) together with a small contingency.

12. Training

The training budget for 2019/20 had been insufficient to cover staff training requirements. Members to note that the training budget would need to be increased for 2020/21 due to continual staff training and the requirement for member training following the elections in May 2020.

13. Forward Planning

To consider forming a working group to investigate forward planning for the Parish Council.

14. Report from representatives on outside bodies

To receive a report from representatives on the following bodies:

- (a) Citizens Advice Bureau – Cllr. S. Chelmsford (previously circulated)
- (b) Essex Association of Local Councils AGM on 19th September 2019 – Cllr. R. Martin
- (c) Hockley Chamber of Trade – Cllrs. S. James and R. Martin (previously circulated)
- (d) Rochford District Senior Safety Day on 2nd September 2019 – Cllr. R. Martin
- (e) Rochford Hundred Association of Local Councils - Cllrs. B. Hazlewood and R. Martin

15. Items to be added to the next agenda

16. Date of future meetings

The next Parish Council meeting will be held on Monday 25th November 2019 at 7.30pm.