



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 a FULL PARISH COUNCIL MEETING

to be held at The Old Fire Station, 58 Southend Road, Hockley on
Wednesday 28th September 2022 at 7.30pm for the purpose of transacting the
following business. Members of the press and public are welcome to attend
excepting where they will be excluded under the Public Bodies (Admissions
to Meetings) Act 1960, s.1(2).

KHawkes

Karen Hawkes BSc (Hons)

Parish Clerk

21st September 2022

Meeting will open with 1 minute silence to commemorate Queen Elizabeth II

1. Chairman's Announcements

2. Recording of Meetings

To receive notification from any persons present of intent to record the meeting

3. Apologies for absence

**4. Acceptance of the minutes from the meeting held on 22nd August 2022
(previously circulated).**

**5. To receive member's declarations of interests in items on the
agenda**

6. 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.

7. To receive reports from District and County Councillors

8. Committee Re-organisation

a/ Members to consider the revised Committee structure consisting of: Planning, Finance and Governance, Communities and Events, Environment and Open Spaces. Concerns have been raised by members that the structure agreed in August would not allow items to be discussed fully

b/ To agree Committee membership

c/ To agree Schedule of Meetings up until the end of December 2022

9. Finance Regulations and Standing Orders

a/To amend financial regulations to amend item 4.1 to authorise clerk to spend up to £2,000 and Committees to spend £2,000- £5,000

b/To amend Financial Regulations and Standing Orders to reflect committee changes

c/To ratify August payments

d/To ratify August wages

e/To note finance report

f/Update from Unity Trust Bank

10. Reports from Committees

To note no committee meetings have been held

11. Christmas Light switch on

In line with the report circulated for the planned Extra-ordinary meeting on 12th September the following arrangements have been made. To note no deposits have been paid although to confirm bookings these are required, members to note that the road closure request could take 6 weeks to process

- Road closure requested
- Stage booked
- First Aid booked
- Reindeer booked
- Stalls booked

- a. To receive a verbal report from Councillor T and M Carter and Councillor Styles on enquiries to date
- b. Members to agree format of the event
- c. To agree cost of stall hire to local businesses and charities

12. Christmas Lights

To note that a site meeting has been held with Gala, two new installations are required on lamp columns and three replacement poles are needed for the erection of the festive lights.

13. Parish Hall

To receive report from Facilities Manager

To consider a grant scheme for small organisations / charities 4 weeks free hire to be funded from the grant budget to encourage new lets

14. Community Engagement

To receive verbal report from Councillor Martin to consider the following:

- a. To consider reinstating Councillor Surgeries from October
- b. To consider creating a warm room in the Parish Hall meeting room on day a week for 3 hours from October offering tea, coffee and biscuits. Council to agree budget
- c. To receive an update on the Remembrance Service on 13th November 2022 and the arrangements for those attending an outside service

Request from Councillor Eves that the Parish Hall is used as a collection point for donations of school uniforms.

15. Reports from outside organisations

Rochford Hundred Association of Local Councils
Hockley Chamber of Trade and Commerce
Verbal report Councillor Thorogood from the EALC AGM

16. Items for the next agenda

17. The Parish Council resolved to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).

18. To note the appointment of the Parish Council Clerk

19. Introduction from Parish Clerk Karen Hawkes

20. Request that the staffing committee liaise with the Parish Clerk to discuss office and operational structure.

21. Permission for Parish Clerk to appoint Admin Assistant in consultation with the Chair of Staffing Committee.



OFFICER REPORT

COMMITTEE:	Full Council
DATE OF MEETING:	28.09.2022
AGENDA ITEM:	Motion to make recommendations for the reorganisation of Hockley Parish Council Standing Committees
BACKGROUND:	As there has been minimal staff for a long period of time the structure needs to be reviewed to enable the priorities of the Council to be met, these are namely the Christmas Light Switch On, obtaining tenders for external grounds maintenance, street light contract and how to proceed with rangers to enable the budget to be considered and approved by December.
RECOMMENDATION:	<p>Agree a short-term calendar until the end of December 2022, to cover priorities and budget setting. As there is only one staff member, I would recommend two meetings on one evening to ensure that work can also be completed during the week. If there are meetings every Monday there will be little time to carry out outstanding work to meet deadlines and Council expectations.</p> <p>I appreciate that the below doesn't follow the normal format of committee calendar but there are several outstanding items and a short time frame for the work to be completed to enable the budget and precept to be set.</p> <p>3rd October 6.30pm Finance and Governance (current status) 7.30pm Events and Communities (Christmas Lights)</p> <p>17th October 6.30pm Planning 7.30pm Council</p> <p>24th October 7.30pm Environment and Open Spaces (budget and allotments)</p> <p>7th November 6.30pm Finance and Governance 7.30pm Events and Communities (budget and next year events)</p> <p>21st November 6.30pm Planning 7.30pm Council</p> <p>5th December 6.30pm Finance and Governance (to agree budget recommendation)</p> <p>19th December 6.30pm Planning 7.30pm Council (agree budget)</p>

Proposed Committees & Priorities Sept 2022

1. Finance & Governance Committee (R&P) (8 members to include all committee chairs or substitutes).

Bi monthly Meetings from January 2023

Propose committee continues to meet in Oct/Nov/Dec (for Budget Meetings) ready for recommending precept and budget to FC in Dec/Jan. ***Financial transactions ratified monthly by RFO/bank signatory***

- *Council Budget/Precept Nov 22;*
- *Banking & Signatories Oct22*
- *Contracts*
- *IT*
- *Emergency Plan*
- *Policy reviews on rolling programme*
- *Annual Audit and 2022 Results Review,*
- *Risk Assessments*
- *Asset Register*
- *Financial Regulations Revision*
- *Standing Orders Revision*
- *ToR's Review*

2. Community Engagement & Events Committee (7 members).

Quarterly Meetings from January 2023. As required from Sept 2022 to Nov 2022 for Event planning

FC Proposed Committees amalgamate

- *Queen's Jubilee Beacon celebration in June 2022; Remembrance Service Nov 22;*
- *Festive Lights Display/Installation; Children's Christmas Competition Dec 22*
- *Parish Hall Usage;*
- *Councillor Surgeries;*
- *Annual Community Awards;*
- *Defibrillators;*
- *Quarterly Newsletter;*
- *Heritage Plaques;*

Events Committee (disbanded Aug 22 FC: Cllrs M Carter (Chair) T Carter, A. Styles.

- *Christmas Street event cancelled 2021. Queen's Jubilee Fayre in June 2022.*
- *Updates on Christmas Street Event Nov 2022.*
- *ToR's Review*

3. Staffing Committee (5 members which must include the Chair and Vice Chair of Council) Meeting Quarterly or as required

- *Office structure and recruitment as recommended by Clerk Oct 22*
- *Job Descriptions as recommended by Clerk Oct 22*
- *ToR's Review*
- *Contracts*
- *Appraisals*
- *Staffing Sub Committee if required*

4. Environment & Open Spaces Committee (7 members) Meeting bi-monthly

- *Playspaces; Nature Reserve; Allotments; Parish owned Street Lighting; Street Scene & Floral Displays Footpaths; Public Toilet Facilities*
- *ToRs Review*

5. Planning & Local Development Committee (7 members) Meeting monthly

- *Planning Applications; Overview RDC Local Development Plan;*
- *ToRs Review.*