



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
Monday 11th September 2023 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

6th September 2023

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 17th July 2023
(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. Co-option application

To consider co-option application as attached to the agenda to fill the two casual vacancies.

8. Appointment of Councillors to Committees

Currently the Terms of Reference stipulate 7 members can be appointed to the following committees: Community Engagement and Events Committee, Environment and Open Spaces Committee and Planning Committee. Currently the Environment and Open Spaces Committee only has one vacancy, the other committees do not have vacancies unless the committee membership is increased.

Council are able to increase Committee membership if necessary, members to be mindful that if the membership of a committee is increased then the quorum will increase.

9. IT Project Update

To receive verbal report from Parish Clerk of progress to date

10. Annual audit

At the time of the agenda being set the completed audit has not been received from PKF Littlejohn, should the document be received prior to the meeting any outcomes will be reported.

11. Maintenance of Open Spaces within the Parish

At the Environment and Open Spaces Committee to be held on 7th September 2023 members are considering the open spaces maintained by the external contractor and the Parish Council warden role. Due to budget restrictions at the District and County Council the Parish has been funding works on areas which are not owned by the Parish. Clarity is required to enable the production of the tender document and Statement of Works

12. Reports from Committee

Minutes from all meetings to be circulated, committee Chairman to provide clarification on any items if required. Please note this item is to clarify items within the minutes not for re-addressing items or debate.

Environment and Open Spaces: Meeting held on 7th September 2023

Planning Committee: Meeting held on 11th September 2023

13. Consultations Model Financial Regulations 2019

As members are aware the revised model financial regulations have not been issued by Nalc. A consultation to update the current model is open with deadline for comments to be submitted by 5th November 2023. Comments will be agreed by the Finance and Governance Committee on 5th October 2023.

14. Training

To note:

Councillor Thorogood, Martin and Hedges attended the Worknest training course run by the EALC

EALC AGM is being held on 21st September 2023 at Colchester Football Club link to attend has been circulated to members

Karen Hawkes is attending the SLCC National Conference 10-12th October 2023

Training courses are available via the EALC website [Training 2023 – The Essex Association of Local Councils \(ealc.gov.uk\)](https://www.ealc.gov.uk), the calendar is updated regularly.

15. Members to verbally report any updates from Outside Bodies

Hockley Community Centre

M Carter, T, Carter

RHALC

Martin / Hedges / Thorogood

Chamber of Trade

Thorogood / T Carter / M Carter

16. To receive reports from District and County Councillors

17. Items for the next agenda

Due to the nature of the business being transacted under the Public Bodies (Admissions to Meetings) Act 1960, s 1(2) members of the press and public excluded

18. Marylands Nature Reserve

Verbal report to be provided at the meeting.

19. Future meeting date

Next Meeting 16th October 2023