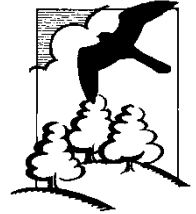


HAWKHURST PARISH COUNCIL



AGENDA

To the Members of Hawkhurst Parish Council:
You are summoned to attend the Annual General Meeting of
Hawkhurst Parish Council to be held on
Monday 16th May 2022 at Copt Hall 19:45.

Public can attend or use Zoom link below

<https://us02web.zoom.us/j/89778057610?pwd=OGpaQjIWSk5CS0doS050VEdSWENHUT09>

Meeting ID: 897 7805 7610
Passcode: 540087

when it is proposed to transact the following business:

1. Election of Chairman
2. Declaration of Acceptance of Office for Chairman
3. Election of Vice Chairman
4. Apologies for Absence
5. To Review the Minutes and consider any recommendations;
 - a) Last AGM held on 17th May 2021
 - b) Last Council minutes 25th April 2022 and EGM 4th May 2022
 - c) Last meeting of Standing Committees
1. Facilities and Services Committee 14th March 2022
2. Strategies, Administration and Policy Committee 11th April 2022
3. Planning Committee – 21st April 2022
6. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
7. Review of Committee Structure – Cllr Escombe
8. Review Terms of Reference for Committees:
 - a) Facilities and Services Committee
 - b) Strategy, Administration and Policy Committee
 - c) Planning Committee
 - d) Personnel Committee
 - e) Community and Sports Centre Committee

9. Appointment of members to Standing Committees (Council elects the Chairman of each Committee)

- (a) Facilities and Services Committee
- (b) Strategy, Administration and Policy Committee
- (c) Planning Committee
- (d) Personnel Committee

Non-Standing Committee - Community and Sports Centre Committee elects their Chairman and Vice Chairmen at their first meeting

10. Review and adoption of appropriate Standing Orders, Financial Regulations May 2022 and Statement of Internal Control

11. Review of arrangements (including legal agreements) with other local authorities, not-for profit bodies and businesses;

- (a) Tunbridge Wells Borough Council agreement
- (b) Hawkhurst Community Trust (Copt Hall) – Charity number 283787
- (c) KGV Trust – Charity Number Charity No. 1085101

12. Review of inventory of land and other assets including buildings and office equipment

13. Confirmation of arrangements for insurance cover in respect of all insurable risks

14. Review of the Council's and/or staff subscriptions to other bodies;

Group	Function	2021/22	Proposed 2022/23	Annual Subscription	Proposed Cllr Rep
SLCC	Support Clerk	Yes	Yes	£270	NA
SLCC	Support RFO	No	Yes	£171	NA
Kent Association Local Councils	Forum for Parish Council to meet and discuss matters	Yes	Yes	£1,546.04	Cllr Escombe
Action with Communities in Rural Kent	Support group for community groups in Kent	Yes	Yes	£115	
Campaign for the Protection of Rural England	Campaign / lobbying especially on planning matters	Yes	Yes	£36	
Weald of Kent Protection Society	Campaign / Lobbying especially on planning matters	Yes	Yes	£25	

- 15. Review of the Council's complaints procedure**
- 16. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also Standing Orders 11, 20 and 21)**
- 17. Review of the Council's policy for dealing with the press/media;**
- 18. Review of the Council's employment policies and procedures**
- 19. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being**
- 20. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**
- 21. Review of representation of Council representatives to the following and review monitoring reporting arrangements:**

Organisation	2021	2022	Cllr
a) TWBC Public Transport Forum	Yes	Yes	
b) Tree & Pond Liaison	Yes	No	
c) Age Concern (Cranbrook)	Yes	No	
d) Youth Services	Yes	No	
e) Hawkhurst Community Support Group	Yes	Yes	
f) Hawkhurst Fete Committee	Yes	Yes	
g) Hawkhurst in Bloom	Yes	Yes	

22. Replacement Kitchen at Copt Hall –Deputy Clerk

Resolution:

to agree a potential of up to £8,000 as the Council contribution to bring the Copt Hall kitchen to the required standard so hall hires have an adequate facility.

The balance would be supported by the HCT Trust.

23. Hawkfest Car parking on The Moor. – Deputy Clerk

Resolution: To allow carking on The Moor during the Hawkfest event in August

24. Community Generator – Cllr Escombe

Resolution: To delegate authority to the Clerk in consultation with the Chairman to purchase a generator for community use, using General reserve up to £3,500

Confidential

25. Appointment of Allotment Caretaker – Cllr Green

26. Closure

Agenda Notes for Members:

Members are reminded that the Seven Principles of Public life are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation), Crime and Disorder, Care of Staff, Health & Safety and Human Rights.

Item 3 on the Agenda, Declaration of Interests. If a Member has a prejudicial interest, this should be declared at the start of the meeting. Personal interests may be declared at this point or alternatively can be declared at the time when the specific item is being discussed, if a Member wishes to speak on an item in which s/he has a personal interest. Members in doubt about such a declaration are advised to contact the Monitoring Officer before the date of the meeting. This may also be used by Members to advise the Council of any relevant changes that may have occurred since they first completed the register of interests.

Richard Griffiths
Clerk to the Parish Council