

# ANNUAL MEETING OF HAWKLEY PARISH COUNCIL TO BE HELD WEDNESDAY 20<sup>th</sup> MAY 2026 AT 7:30PM

Dear Councillor, You are hereby summoned to a meeting of Hawkley Parish Council for the transaction of business set out below. This meeting is being held at Hawkley Village Hall.



Katherine Horton, Clerk to the Council

13<sup>th</sup> May 2026

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## AGENDA

- 1) **Welcome**
- 2) **Apologies for Absence**
- 3) **Appointment to Committee roles**
  - a) Appointment of Chair and signature of Acceptance of Office
  - b) Appointment of Vice Chair and verbal declaration of Acceptance of Office
  - c) Appointment of Planning Advisory Committee and Chair with verbal declarations of Acceptance of Office
  - d) Appointment of Staffing Committee, Audit Review Working Group, Footpaths Officer and Hall Representative with verbal declarations of Acceptance of Office
- 4) **Declarations of Interest.** Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary or personal interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter
- 5) **Approval of Minutes** - Parish Council Meeting held on 11<sup>th</sup> February 2026 and Planning Advisory Committee on 25<sup>th</sup> February 2026, 25<sup>th</sup> March 2026 and 22<sup>nd</sup> April 2026.
- 6) **Public Participation** To allow attending electors of the parish to ask questions of or make representations to the Council.
- 7) **Report from County Councillor Drew**
- 8) **Report from District Councillor Louisson**
- 9) **Local Government Reorganisation**
  - a) To receive a verbal update from the Clerk on the recent HALC briefing
  - b) To confirm the PC's preference for unifying the election schedule and to confirm the Clerk has written to EHDC to inform them of the preference.
- 10) **Planning**
  - a) To note responses submitted by the Clerk, under clause 21e of the Standing Orders, since the last meeting.
- 11) **Physical environment**
  - a) **Lengthsman Scheme.** To confirm Hawkley Parish Council's participation in the Lengthsman cluster (managed by Grayshott PC) until March 2028.

**b) Upper Green mowing.** To confirm the arrangement for the mowing of Upper Green.

**12) Upper Green repairs.**

- a) To receive a verbal update from the Clerk on the progress of repair and installation of the kerb on Upper Green
- b) To note the finalised quote for the work and the approval of the Parish Council

**13) Parish Council Finances/Administration**

- a) Clerk's Report inc
  - i) Updates post February meeting
  - ii) Correspondence
- b) Financial summary for Feb/March 2026.
- c) Financial summary for April 2026 and in addition:
  - i) Notification of Payments made under Item 14 of the Financial Regulations since the last meeting
  - ii) Notification/authorisation of other payments
- d) Internal Audit report: to note the completed report and consider the associated recommendation(s) from the Audit Working Group and agree what action will be taken in relation to these
- e) Having considered the Internal Audit report, supporting papers and recommendation(s) from the Audit Working Group, to complete and approve the External Audit requirements for 2025/26:
  - i) Section One. The Annual Governance Statement
  - ii) Section Two. The Accounting Statements
  - iii) The AGAR Certificate of Exemption
  - iv) To note the dates of the notice of Public Rights & Publication of AGAR as an exempt authority
  - v) To confirm the appointment of the independent internal auditor for 2026/27
- f) To review and then accept the following policies/documents for 2026/27:
  - i) Standing Orders.
  - ii) Committee and Working Group terms of reference
  - iii) Financial Regulations
  - iv) Asset Register
  - v) Statement of Internal Control
  - vi) HPC Risk Analysis
  - vii) Cllrs Code of Conduct

**14) Date of next meeting** – Wednesday 1<sup>st</sup> July 2026 at 7:30pm with a provisional alternative date of Wednesday 29<sup>th</sup> July 2026.

Katherine Horton (Clerk). May 2026