

Hawksworth Parish Annual General Meeting

incorporating Hawksworth Community Association AGM

Meeting held Tuesday 10th May 2022 at 7.30 pm

Chairman	Chris Bradwell
Parish Clerk	Neil Smith
Present : (24)	Brian Asher, Tim & Jane Baker, Fi Barton, Trisby Carleton, Alison Clarke, Chris Clayton, Gary & Elaine Cooke, Rosie & James Counsell, Anne Dunn, Steve & Sarah Hadfield, Andrew Harris, Alistair Henderson, Nigel Maddison-Rowe, Andy Matthias, Robert Monk, Jill Roberts, Pauline Smith, Suzzie Sowka, Geoffrey Spence, Greg Stevens
Apologies	Margaret Asher, Paul & Sue Bramley, John & Sue Brydon, Jane Clayton, Diane & Ron Edmonds, Celia Harris, Doug & Lynn Ross, Les & Steph Shaw, Colin Tompkins, Margrete von Schomberg.
In attendance: (1)	Stephen Drew

Right to attend meetings – because of the small size of the village, we do not have a Parish Council. Instead Hawksworth has a Parish Meeting and we hold a minimum of 2 meetings a year. Everyone is most welcome to attend and all those on the Electoral Register for Hawksworth can have a say and vote on issues raised at the meetings.

Reminder, it is now practice for these meetings that visitors who do not have a right to vote at this meeting are required to sit apart to give greater clarity when counting votes.

1. Annual Election of Chairman

At the January precept meeting Chris announced he would be standing down as chair after more than 20 years, at this AGM. He has been extremely grateful for the support offered by the village throughout this time, but no fells it is time for someone else to have a go. Chris offered to chair this meeting and handover to the new chair for future meetings.

To guide applicants a Hawksworth specific job description has been penned by Anne Dunn.

“Typically, in addition to running Parish Meetings, the chair is involved in all parish matters from church repair projects, planning applications through to community events such as Fun Days and Pub Nights, not necessarily with direct involvement, but as an overall supporter together with the parish clerk. No previous experience of parish local government is necessary, the clerk is responsible for administrative and legal matters. The amount of time the chair gives the role can be very flexible to fit with other commitments. Enthusiasm for Hawksworth village and willingness to promote its best interests are the best qualifications for the job”.

- One application had been made prior to the meeting – Nigel Maddison-Rowe, There were no further application made on the night.

Nigels application was proposed by Alistair Henderson, Seconded by Chris Clayton
The meeting unanimously approved the appointment of Nigel as chair.

- Trisby Carleton proposed the meeting thank Chris for his years of service to the village. This was unanimously supported.

2. Accounts

As most of you know, in Hawksworth we have three governing bodies, Hawksworth Parish Meeting (HPM), Hawksworth Community Association (HCA), and the Parochial Church Council (PCC). Through these meetings we (the village) take a view of all of these bodies.

Attached are the following documents:

- Appendix A - The combined accounts for the 3 village bodies and HPM Accounts (*for approval*)
- Appendix B – HPM : The Annual Governance Statement (*for approval*)
- Appendix C – HPM : Certificate of Exemption & Return (*for approval*)

At the close of the financial year the village bodies had a cash balance of £39,530, an increase of £5,141 on the previous year.

2.1. This meeting is formally required to complete three duties regarding Hawksworth Parish Meeting finance

– 2.1.1 Approve the Annual Governance Statement

As you will see the HPM financial arrangements are extremely straight forward as all of the activity is undertaken by the HCA, and to a lesser extent the PCC.

The income is the HPM is the Precept which is agreed at our January meeting, and expenditure is the transfer of funds to the HCA. This timing of the transfers is managed to simplify and clarify the accounting arrangement of both bodies.

We adopt standard governance principles as shown of the governance statement.

In summary :

- We (HPM) approve the annual budget for the HPM at the January meeting
- Individual transactions are authorised by two signatories from the chair, the clerk, and the HCA Treasurer
- Key financial controls and reviews are conducted on the expenditure body, the HCA (see below)

Approval of the Governance Statement:

Proposed : Alistair Henderson Seconded: Nigel Maddison-Rowe
Unanimously approved

– 2.1.2 Approve the HPM Accounts

There were only three transactions in the financial year, the income of the precept from Rushcliffe, the transfer of those monies to the HCA, and the payment for the solar farm publicity materials.

Approval of HPM Accounts:

Proposed : Geoffrey Spence Seconded: Chris Clayton Unanimously approved

– 2.1.3 Approve the Certification of Exemption

The government appoints external Auditors to review small authorities including Parish Meetings. This review costs each authority £250. Those very small authorities whose income nor expenditure exceed £25,000 may certify themselves exempt from this review. For Hawksworth Parish Meeting this review would entail the auditor ticking just two entries from the accounts onto the bank statements. The review does not cover HCA nor PCC which have their own external control.

Neil recommend we sign this Certificate (copy at Appendix C) and avoid the cost. Full details of our financial statements are always available on request from the Clerk.

Approval of HPM Certificate of Exemption:

Proposed : Gary Cooke Seconded: Alistair Henderson Unanimously approved

– 2.1.4 Period of Public Examination

We are required to formally set a period for public examination of the HPM accounts. Proposed this is 16th June to the 14th July which covers the statutory requirements.

Proposed : Neil Smith Seconded: Chris Clayton Unanimously approved

3. **Hawksworth Community Associate AGM**

HCA was set up to charity to run the village hall and for fundraising in the village. HCA needs to hold an annual AGM and traditionally this is incorporated into the parish AGM (this meeting).

The HCA Committee of Trustees consists of at least seven people: 3 honorary officers (Chair, Treasurer and Secretary), 4 other members who should include one member of the Parochial Church Council (PCC), and one of the two standing members of the Parish Meeting.

The committee is currently made up of: Chris Bradwell (Chair), Steve Hadfield (Treasurer), Neil Smith (Secretary / Clerk to Hawksworth Parish Meeting), Sarah Hadfield (Churchwarden), Colin Tompkins (Church Architect), Fi Barton, Alistair Henderson and James Counsell.

It was agreed that Chris will remain a Trustee, and Nigel Maddison-Rowe will be added as chair. Sarah Hadfield represents the PCC on the HCA committee.

3.1. **HCA Accounts**

HCA accounts prepared by Steve Hadfield the Treasurer and audited by James Hollingshead who will issue the report to the charities commission after approval by the meeting. This is the equivalent control process to that provided by HPM external audit

The accounts and Treasurers Report (Appendix D) are presented to the meeting for approval.

Proposed: Gary Cooke, Seconded Andy Matthias, Unanimously approved by the meeting

4. **Hawksworth Village Website** <https://www.hawksworth-notts.org/>

Anne Dunn presented the development of the website to the meeting

The purpose of the website is to **store** the vast collection of old photos, maps, newspaper articles, digital images and other documents relating to Hawksworth that have been collected over the years, and to **share** this with the village, and potentially the world beyond. In theory, anyone with an internet link can now look at the information. Hawksworth History book does present a lot of village information but not all the photos could be included. Up till now, they have been stored in a box in the church or on individual laptops.

Further details are shown at Appendix E

4.1 Costs

There is a charge for running a website. This first year's subscription has already been paid and the next subscription is due by 9th November 2023. Current costs quoted are about £10 per year for the domain name, and about £160 annual subscription plus VAT so in total just over £200 per year. Charges might increase by November.

The meeting thanked Chris and Anne for funding the first year costs.
Geoffrey Spence offered to pay the year 2 costs – this was unanimously accepted.
The meeting agreed to fund the annual cost of website management.

4.2 Permissions

To the best of my knowledge, there are only 2 people in the village who have family information on the website and both have given their permission to use that information.

Everyone else is likely to appear on the photographs. Anne proposed everyone looks at the website to see if there's anything on there you don't like. If so, please get in touch and I will remove it.

This approach was unanimously approved.

The meeting thanked Anne for the extensive work completed to date.

5. Projects

5.1. The Tympanum

Steve updated the meeting on the status of "planning" for the Tympanum move project. In summary, after gaining planning permission from Rushcliffe, the diocese decided it would require another faculty which is extremely frustrating. This also risks taking the project beyond the 12 month limitation put on planning permission by Rushcliffe. We await further information from the diocese.

5.2. Wi-fi

The installation of the amplifier and an indoor transmitter is now complete. You should now have a mobile signal, and 4G reception in the church.

5.3. Flag Pole (on hold – to be discussed at next meeting)

5.4. Village Gateway Signs (on hold – to be discussed at next meeting)

6. Social Events

6.1. Jubilee Celebrations

- There were detailed discussion on preparations for the Coronation Celebrations. These are to be held in the church on Saturday 6th May. Starting with a screening of the Coronation, followed by a Coronation Supper in the church from 3pm. (Weather to inclement for a street party)

The meeting thanked all those preparing the meeting, especially Fi Barton for cooking the meat for our hot rolls, Colin for organising the screening, and Nigel.

- Cost: As this is a very special event it was agreed there would be no cost for village attendees. No village members would be asked for a donation. The village will cover costs up to £500,

Proposed: Geoffrey Spence Seconded Trisby Carleton Unanimously approved

6.2. Village Day

Robert and Pedella have kindly offered to host this at The Manor again on **SATURDAY 5th AUGUST**. Another great Hawksworth event to look forward to. We need a planning meeting to get this rolling. This meeting will be at The Manor on Thursday 15th June 6.30pm

6.3. The Hawksworth Arms

The Hawksworth Arms has been a great success starting in February, thanks especially to Colin and Alistair for getting it going. This is now a regular event. Everyone welcome, and friends. Anytime after 6.30, drop in for a catch up. **The next one is Friday 2nd June**

Jane and Chris Clayton have also offered to arrange a “farm walk” as the next meeting of HAG. Watch out for dates very soon.

7. Planning Matters

7.1. Applications approved since our last meeting (Jan 23)

- Application of render to existing rear extension – Old Chapel (Fi Grant)
- Demolition of Four Redundant Industrial Buildings – WB Stubbs (Chris Bradwell)
- Relocation of Tympanum – Church Tower

7.2. Applications refused since our last meeting (Jan 23)

- Solar Farm

7.3. Applications submitted since last meeting (Jan 23)

- Construction of New garage/store at Willow Barn (Kate Storey)

7.4. RBC planning update: Chris spoke with planning officer Mandy Dayson-Smith, she is responsible for East Rushcliffe. She advised of the following applications in surrounding villages:

- Thoroton
New dwelling west of Main Street 23/00580FUL
Mouse House – Main Street 23/00581FUL
Willows – Main Street 23/00649FUL
- Sibthorpe
Firs Farm – Barn to residential 23/00706PAQ
- Car Colston
Southfield Pre School – Single storey extension 230065, List Building 230066

8. Security

A property in the centre of the village appeared to be under surveillance by a drone recently. Can anyone throw any light on the potentially disturbing event ? Please contact Rosie and James if you have any information. Chris reminded everyone that the police are very keen to here whilst activity is happening – please call 999. For less urgent call 111.

9. AOB

Alison raised the state of Geoffreys bench at the top of Town Street. It needs a bit of tlc – cleaning and oiling. Steve Hadfield and Alison will liaise to jet spray etc.