



Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that the Annual General Meeting of the PARISH COUNCIL for Headcorn will be held at the Village Hall (Longmeadow) on **Wednesday 8th May 2019 at 8.00pm**

All members of the Council are summoned to attend to consider and resolve upon the business to be discussed. The agenda is set out below.

C Carmichael (Parish Clerk)

1st May 2019

Members of the Public and Press are encouraged to come to the meetings and there are opportunities to address the Council, at the beginning and end of the meeting.

BUSINESS TO BE TRANSACTED

1. Election of Chairman and signing Acceptance of Office
2. Election of Vice-Chairman
3. (a) Co-option of new Councillors
(b) Signing of the Acceptance of Office
4. (a) Apologies for absence received and confirmed by the Council.
(b) Enquiry whether anyone intends to film, photograph, or record during this meeting.
(c) Declaration of changes to the Register of Interests.
(d) Declarations of pecuniary or significant Interest regarding items on the agenda
(e) Requests for Dispensations.
(f) Declarations of Lobbying.
5. **Public Session** (Meeting adjourned – minute book closed)
6. To receive:-
(a) Community Warden Report.
(b) Information regarding police issues in the village, as available
7. (a) Appointments to planning, open spaces and staffing committee and working groups
(b) Appointments to other External Committees/Bodies
8. To resolve that the minutes of the Council Meeting held on Wednesday 10th April 2019 be taken as read, confirmed as a correct record and signed by the Chairman.
9. Matters arising from previous minutes
10. Finance
(a) To agree Receipts and Payments and Bank Reconciliation.

HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR

Tel: 01622 892496 Email: clerk@headcornpc.org.uk



11. (a) The Parish Council to re-adopt Standing Orders.
(b) The Parish Council to re-adopt Financial Regulations
(c) To confirm and re-adopt the Kent Code of Conduct.
(d) To confirm calendar of meeting dates
(e) To review the Council's and Clerk's memberships of other bodies.
12. **Correspondence:-** To receive and action as required
13. To receive the minutes of the following committees for information and to raise any queries arising from them:-

Planning Committee – April 1st, 10th & 29th

14. To Receive Reports from the following Working Groups and action as required:-

Neighbourhood Plan Group

Finance Group

Affordable Housing Group

Play Scheme Group

Special Events Group

Emergency Plan Group

Remembrance Day Parade Group

Communications Group

Speedwatch Group

Days Green Inspection

R&B Group

22. **To receive reports from any External Meetings** attended by Councillors and agree any action required.
23. **Matters for information**, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at following meeting

Parishioners Questions (Meeting adjourned – minute book closed)

Meeting Closed

Part 2 Exclusion of Public and Press –in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press are to be excluded from the meeting by the reason of the confidential nature of the items to be discussed.

1. To receive update on land that is to be gifted to Headcorn Parish Council and agree any action as required.