

HEADCORN PARISH COUNCIL

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

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



Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that the Meeting of the PARISH COUNCIL for Headcorn will be held at the Village Hall (Longmeadow) on **Wednesday 13th August 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)

9th August 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. (a) Co-option of new Councillors
(b) Signing of the Acceptance of Office
2. (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.
3. **Public Session** (Meeting adjourned – minute book closed)
4. To receive:-
 - (a) Community Warden Report.
 - (b) Information regarding police issues in the village, as available
5. To resolve that the minutes of the Council Meeting held on Wednesday 10th July 2019 be taken as read, confirmed as a correct record and signed by the Chairman.
6. Matters arising from previous minutes
7. Finance
 - (a) To agree Receipts and Payments and Bank Reconciliation.
 - (b) To discuss recommendation from the Communications Group to provide funds for a Welcome to Headcorn Booklet and agree actions required
8. **Correspondence:-** To receive and action as required
9. To discuss Councillors participation in standing committees and other groups and agree any changes required

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10. To discuss the attendance at the Annual Parish meeting and to agree actions required
11. To discuss schedule of planning and licensing committee meetings and agree any actions required
12. To adopt Terms of Reference for the Staffing committee.
13. To consider proposals from Staffing Committee concerning the appointment of an Assistant Clerk and agree any actions required
14. To receive the minutes of the following committees for information and to raise any queries arising from them:-

Planning Committee – July 10th

Open Spaces – July 15th

Staffing – August 1st

15. 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

16. To receive reports from any External Meetings attended by Councillors and agree any action required.
17. **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