

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 COUNCIL for Headcorn will be held on **Wednesday 10th June 2020 at 7:30pm**

This meeting will be held remotely under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

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

C Carmichael (Parish Clerk)

5th June 2020

Members of the Public and Press have been invited to join the meeting and there are opportunities to address the Council, at the beginning and end of the meeting.

BUSINESS TO BE TRANSACTED

1.
 - (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.
2. **Public Session** (Meeting adjourned – minute book closed)
3. To receive:-
 - (a) Community Warden Report.
 - (b) Information regarding police issues in the village, as available
4.
 - (a) Appointments to planning, open spaces and staffing committee and working groups
 - (b) Appointments to other External Committees/Bodies
5. To resolve that the minutes of the Council Meeting held on Wednesday 12th May 2020 be taken as read, confirmed as a correct record and signed by the Chairman.
6. Matters arising from previous minutes
7. Finance
 - (a) To review and agree the following: -
 - i Schedule of Online Payments for June 2020
 - ii Income for month ended May 2020
 - iii Bank reconciliation for month ended May 2020

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- (b) To review Budget Analysis and agree any actions required.
 - (c) To review Section 1 Annual Governance Statement 2019/20 of the Annual Governance & Accountability Return and signing by the Clerk & Chair
 - (d) To review Section 2 Accounting Statements 2019/20 of the Annual Governance & Accountability Return as certified by the Responsible Financial Officer and signing by the Chair
8. To review the Council's and Clerk's memberships of other bodies.
9. To adopt Terms of Reference for the Planning Committee.
10. **Correspondence:** - To receive and action as required
11. To receive the minutes of the following committees for information and to raise any queries arising from them: -

Planning Committee - May 27th, 2020

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

Finance Group

Emergency Plan Group

Remembrance Day Parade Group

Communications Group

Speedwatch Group

Days Green Inspection

14. **To receive reports from any External Meetings** attended by Councillors and agree any action required.
15. **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