

# 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 13<sup>th</sup> June 2018 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)*

*8<sup>th</sup> June 2018*

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) 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. To resolve that the minutes of the Council Meeting held on Wednesday 9<sup>th</sup> May 2018 be taken as read, confirmed as a correct record and signed by the Chairman.
5. Matters arising from previous minutes
6. Finance
  - (a) To agree Receipts and Payments and Bank Reconciliation.
  - (b) To review Section 1 Annual Governance Statement 2017/18 of the Annual Governance & Accountability Return and signing by the Clerk & Chair
  - (c) To review Section 2 Accounting Statements 2017/18 of the Annual Governance & Accountability Return as certified by the Responsible Financial Officer and signing by the Chair
7. To adopt Terms of Reference for the following committees:-
  - Open Spaces
  - Staffing

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8. To review and adopt Document Retention Policy
9. To review and adopt Learning & Development Policy
10. To discuss Kent Highways Improvement plan and agree action required
11. **Correspondence:-** To receive and action as required
12. To receive the minutes of the following committees for information and to raise any queries arising from them:-

**Planning Committee – May 9<sup>th</sup> & 21<sup>st</sup>**

**Open Spaces – May 14<sup>th</sup>**

13. 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**

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