



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 a Meeting of the PARISH COUNCIL OPEN SPACES COMMITTEE for Headcorn will be held at the Village Hall (Parish Office) on **Monday 14th May 2018 at 7:00pm**

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

Signed by


Caroline Carmichael

Clerk

9th May 2018

Members of the Public and Press are encouraged to come to the meetings and there is an opportunity to address the Council near the beginning of the meeting.

BUSINESS TO BE TRANSACTED

1. Election of a Chair
2. Election of a Vice Chair
3. (a) Apologies for absence received and confirmed by the Council.
(b) Enquiry whether anyone intends to film, photograph, or record any of the meeting.
(c) Declaration of Changes to the Register of Interests.
(d) Declarations of Pecuniary other significant Interests
(e) Requests for Dispensations.
(f) Declarations of Lobbying.
4. **Public Session** (Meeting adjourned – minute book closed).
5. To resolve that the minutes of the Committee Meeting held on Monday 19th March 2018 be taken as read, confirmed as a correct record and signed by the Chairman.
6. To receive an update on matters arising from the last meeting.
7. To review Terms of Reference and agree any changes required.
8. To receive a Budget Analysis report
9. To consider Christmas lighting for 2018 and agree actions required
10. To discuss erection of temporary sign on Days Green for promotion of Lashenden (Headcorn) Aerodrome Schools and Senior Citizens Air Day Friday the 29th June 2018 and agree actions required.



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11. To discuss Risk Assessments and Independent inspections of Play Area and Open Spaces
12. To discuss and agree next steps concerning parking arrangements in the village
13. Village Inspection Walk report
 - (a) Issues Arising and any actions to be taken.
 - (b) Date of next walk
14. To receive correspondence and action as necessary.
15. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the March meeting.

Meeting Closed