



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 (Green Room) on **Wednesday 15th May 2019 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
10th May 2019

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 March 18th 2019 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 receive a Budget Analysis report
8. To review Terms of Reference and agree any changes required.
9. To consider request to use Parsonage Meadow for a dog show on August 7th 2019 and agree any actions required
10. To review Burial Ground fees and policies and agree next steps



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11. To consider the purchase of a surface water pump and agree next steps
12. To consider annual inspection of play and other equipment by Royal Society for the Prevention of Accidents (RoSPA)
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 next meeting.

Meeting Closed