

# HEADCORN PARISH COUNCIL



Parish Office Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
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## Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that a Meeting of the PARISH COUNCIL STAFFING COMMITTEE for Headcorn will be held at the Village Hall (Green Room) on Thursday 1<sup>st</sup> August 2019 at 7:00 pm

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.

A handwritten signature in black ink that reads 'C Carmichael'.

*C Carmichael (Parish Clerk)*

26<sup>th</sup> July 2019

Members of the Public and Press are encouraged to come to the meetings and there is an opportunity for addressing the Council.

### **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 (Minute book closed)
5. To resolve that the minutes of the Staffing Committee Meeting held on 29<sup>th</sup> January 2019 be taken as read, confirmed as a correct record and signed by the Chairman.
6. Matters arising
7. To discuss appointment of an Assistant Clerk and agree succession plan for Clerk
8. 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