

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 Annual General Meeting of the PARISH COUNCIL for Headcorn will be held at the Village Hall (Longmeadow) on **Wednesday 9th May 2017 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)

2nd May 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. Election of Chairman and signing Acceptance of Office
2. Election of Vice-Chairman
3. (a) Co-option of new Councillors
(b) Signing of the Acceptance of Office
4. (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.
5. **Public Session** (Meeting adjourned – minute book closed)
6. To receive:-
 - (a) Community Warden Report.
 - (b) Information regarding police issues in the village, as available
7. (a) Appointments to planning, open spaces and staffing committee and working groups
(b) Appointments to other External Committees/Bodies
8. To resolve that the minutes of the Council Meeting held on Wednesday 11th April 2018 be taken as read, confirmed as a correct record and signed by the Chairman.
9. Matters arising from previous minutes
10. Finance
 - (a) To agree Receipts and Payments and Bank Reconciliation.
 - (b) To agree appointment of Data Protection Officer and agree fee proposed

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- (c) To discuss continued membership of KALC and, if appropriate agree, annual subscription for 2018/19
- (d) To acknowledge receipt of NALC National Salary Award for 2018 & 2019
- 11. (a) The Parish Council to review and adopt Standing Orders.
- (b) The Parish Council to re-adopt Financial Regulations
- (c) To confirm and re-adopt the Kent Code of Conduct.
- (d) To confirm calendar of meeting dates
- (e) To review the Council's and Clerk's memberships of other bodies.
- (f) To adopt Terms of Reference for the Planning, Open Spaces and Staffing Committees.
- 12. **Correspondence:-** To receive and action as required
- 13. To discuss Make A Difference community week by Headcorn Baptist Church
- 14. To review proposal for inclusion in the Country Eye village scheme and agree actions required
- 15. To consider inclusion in the Air Quality Monitoring Programme and agree action required
- 16. To receive the minutes of the following committees for information and to raise any queries arising from them:-

Planning Committee – April 11th & 23rd 2018
- 17. 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
- 22. **To receive reports from any External Meetings** attended by Councillors and agree any action required.
- 23. **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