

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 on **Wednesday 13th May 2020 at 7:30pm**

This meeting will be held remotely under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

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

C Carmichael (Parish Clerk)

7th May 2020

BUSINESS TO BE TRANSACTED

1. Election of Chairman and signing Acceptance of Office
2. Election of Vice-Chairman
3.
 - (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.
4.
 - (a) Appointments to planning, open spaces and staffing committee and working groups
 - (b) Appointments to other External Committees/Bodies
5. To resolve that the minutes of the Council Meeting held on Wednesday 11th March 2020 be taken as read, confirmed as a correct record and signed by the Chairman.
6. Matters arising from previous minutes
7. Finance
 - (a) To agree Receipts and Payments and Bank Reconciliation.
 - (b) Acknowledge receipt of Community Infrastructure Payment and agree action required.
8.
 - (a) The Parish Council to re-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

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9. **Correspondence:-** To receive and action as required
10. To receive the minutes of the following committees for information and to raise any queries arising from them:-

Open Spaces – March 16th
11. **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