

# 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 Meeting of the COUNCIL for Headcorn will be held on **Wednesday 8<sup>th</sup> July 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)**

1<sup>st</sup> July 2020

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.
  - (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.
2. **Public Session** (Meeting adjourned – minute book closed)
3. To receive: -
  - (a) Community Warden Report.
  - (b) Information regarding police issues in the village, as available
4. To resolve that the minutes of the Council Meeting held on Wednesday 10<sup>th</sup> June 2020 be taken as read, confirmed as a correct record and signed by the Chairman.
5. Matters arising from previous minutes
6. Finance
  - (a) To review and agree the following: -
    - i Schedule of Online Payments for July 2020
    - ii Income for month ended June 2020
    - iii Bank reconciliation for month ended June 2020
  - (b) To review Budget Analysis and agree any actions required.

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- (c) Review Direct Debit Mandates and agree any actions required
  - (d) To consider renewal proposal from BHIB Insurance Brokers for Parish Council annual insurance
7. To adopt Terms of Reference for the Open Spaces and Staffing Committees.
8. To consider a Parish Council response to the NALC consultation on the new Model Code of Conduct
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: -
- Planning Committee - June 22<sup>nd</sup>, 2020**  
**Open Spaces – June 15<sup>th</sup>, 2020**  
**Staffing Committee June 22<sup>nd</sup>, 2020**
11. To Receive Reports from the following Working Groups and action as required: -
- Finance Group**  
**Emergency Plan Group**  
**Remembrance Day Parade Group**  
**Communications Group**  
**Speedwatch Group**  
**Days Green Inspection**
14. **To receive reports from any External Meetings** attended by Councillors and agree any action required.
15. **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