

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 14th October 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.

A handwritten signature in black ink, appearing to read 'S Christodoulou'.

S Christodoulou (Parish Clerk)

9th October 2020

Members of the Public and Press are encouraged to join the virtual meeting by pre-arranged request to the Clerks Office 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 9th September 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 October 2020
 - ii Income for month ended September 2020
 - iii Bank reconciliation for month ended September 2020
 - iv Budget Analysis for the year 2020/21
 - (b) To review and adopt Financial Risk Assessment

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- (c) To acknowledge notification of CIL Neighbourhood Receipt April – Sept 2020 and agree allocation of said funds
7. To recruit additional members to the Open Spaces and Planning Committees
8. To consider undertaking a speed survey on the High Street, Headcorn and agree actions required.
9. To review and adopt the following Headcorn Parish Council policies, statements, or procedures
- Best Value Statement
 - Vision and Values Statement
 - Document Retention Policy
 - CCTV Policy
 - Co-Option Policy
10. **Correspondence:** - To receive and action as required
11. To receive the minutes of the following committees for information and to raise any queries arising from them: -
- Planning Committee - September 21st, 2020**
Open Spaces – September 16th, 2020
Staffing Committee – September 16th, 2020
12. 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
12. **To receive reports from any External Meetings** attended by Councillors and agree any action required.
13. **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