

# HEADCORN PARISH COUNCIL



Parish Office Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcorn.org.uk

## Notice of meeting of the Parish Council

Dear Sir / Madam

I give you notice that the meeting of the STAFFING COMMITTEE for Headcorn Parish Council will be held on **Monday 22<sup>nd</sup> June 2020 at 6:00pm**

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)**  
12<sup>th</sup> June 2020

Members of the Public and Press are encouraged to attend the meetings and there is an opportunity to address the Committee at the beginning of the meeting.

### **BUSINESS TO BE TRANSACTED**

1. Election of a Chairman
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 13<sup>th</sup> February 2020 be taken as read, confirmed as a correct record and signed by the Chairman.
6. Matters arising
7. To consider the Terms of Reference for the Committee and agree any changes or amendments required
8. To discuss and agree next steps in the recruitment process for the role of Assistant Lengthsman
9. 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