

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 11th November 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.

S Christodoulou (Parish Clerk)

5th November 2020

Members of the Public and Press are encouraged to join the virtual meeting, by pre-arranged request to the Clerk's 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 14th October 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 November 2020
 - ii Income for month ended October 2020
 - iii Bank reconciliation for month ended October 2020
 - iv Budget Analysis for the year 2020/21

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- (b) Completion of Community Infrastructure Levy Annual Report for submission to MBC
 - (c) To acknowledge receipt of the Notice of conclusion of audit and the Audited Annual Governance & Accountability Return for the year ended 31 March 2020
 - (d) To consider a donation to NSARDA
 - (e) To consider donation to St. Peter and St. Paul Christmas tree festival.
7. To review an update of the Headcorn Parish Council Highway Improvement Plan and agree any actions required
8. To review continuation of deployment of air diffusion tubes and agree actions required
9. To review and adopt the following Headcorn Parish Council policies, statements, or procedures
- Equal Opportunities Policy
 - Complaints Policy
 - Capability Policy
 - Capability/Disciplinary Appeals Procedure
 - Health and Safety Policy
 - Respect Bullying & Intimidation

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 – October 26th, 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