



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 PARISH COUNCIL OPEN SPACES for Headcorn will be held in the Green Room, Village Hall, Headcorn on **Monday 17th May 2021 at 7:00pm**

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

S. Christodoulou (*Parish Clerk*)

13th May 2021

Members of the Public and Press are encouraged to come to the meetings and there is an opportunity to address the Council near 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 or other significant Interests
(e) Requests for Dispensations.
(f) Declarations of Lobbying.
4. **Public Session** (Meeting adjourned – minute book closed).
5. To resolve that the minutes of the Committee Meeting held on March 15th, 2021 be taken as read, confirmed as a correct record and signed by the Chairman.
6. To receive an update on matters arising from the last meeting.
7. To receive a Budget Analysis report
8. To receive correspondence and action as necessary.
9. To consider the Terms of Reference for the Committee and agree any changes or amendments required.
10. To review costs for materials for fencing and gates at LongMeadow and agree actions required.



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION



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11. To review weekly inspection of playing areas/open spaces and agree actions required.
12. To consider updating the play equipment at Hoggs Green.
13. To agree upon the terms and conditions of the Burial Ground and agree Burial Ground Fees as appropriate.
14. Village Inspection Walk report
 - (a) Issues Arising and any actions to be taken.
 - (b) Date of next walk
15. 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