

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 FULL COUNCIL for Headcorn will be held in Long Meadow, Village Hall, Headcorn on **Wednesday 9th June 2021 at 7:30pm**

All members of the Council are summoned to attend to consider and resolve upon the business to be discussed.

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

S Christodoulou (Parish Clerk)

3rd June 2021

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 12th May 2021 be taken as read, confirmed as a correct record, and signed by the Chairman.
5. To receive an update on items from the last meeting of the Full Council on 12th May 2021
6. Finance
 - (a) To review and agree the following: -
 - i Schedule of Online Payments for June 2021.
 - ii Income for month ended May 2021.
 - iii Bank reconciliation for month ended May 2021.
 - iv Budget Analysis for the year 2021/22
 - (b) To review Chairman's Allowance and agree any changes required.
 - (c) To review and adopt list of Community Assets

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- (d) To review Section 1 Annual Governance Statement 2020/21 of the Annual Governance & Accountability Return and signing by the Clerk & Chair.
- (e) To review Section 2 Accounting Statements 2020/21 of the Annual Governance & Accountability Return as certified by the Responsible Financial Officer and signing by the Chair.

7. **Correspondence:** - To receive and action as required
8. To confirm appointment of Councillors to the Staffing Committee
9. To review the Council's and Clerk's memberships of other bodies
10. To adopt Terms of Reference for the following Committees: -
 - Open Spaces
 - Staffing
11. To consider deploying external Speedwatch provided by Kent Police and agree any action required.
12. To consider the continuance of the additional cleaning shift of the Days Green toilets and agree any actions required.
13. To discuss meeting times for Full Council and Committees
14. To receive the minutes of the following committees for information and to raise any queries arising from them: -

Planning Committee – May 24th, 2021

Open Spaces Committee – May 17th, 2021

Staffing Committee – June 2nd, 2021

15. To receive inspection report for Days Green
13. **To receive reports from any External Meetings** attended by Councillors and agree any action required.
14. **Any other business**

Parishioners Questions (Meeting adjourned – minute book closed)

Meeting Closed