

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 for Headcorn will be held in Longmeadow, Village Hall, Headcorn on **Wednesday 9th November 2022 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)

4th November 2022

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) Co-option of new Councillors.
(b) Signing of the Acceptance of Office.
2. (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.
3. **To resolve that the minutes of the Council Meeting held on: - Wednesday 12th October 2022 be taken as read, confirmed as a correct record, and signed by the Chairman.**
4. **Matters arising from previous minutes.**
5. **Finance**
 - a) To review and agree the following: -
 - i Schedule of Online Payments for November 2022.
 - ii Income for month ended October 2022.
 - iii Bank reconciliation for month ended October 2022.
 - iv Budget Analysis for the year 2022/23.
6. To review and adopt the following Headcorn Parish Council policies, statements, or procedures.

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- Equal Opportunities Policy.
 - Complaints Policy.
 - Capability Policy.
 - Grievance Procedure
 - Capability/Disciplinary Appeals Procedure.
 - Health and Safety Policy.
 - Respect Bullying & Intimidation.
 - Open Spaces risk assessment.
7. To discuss the purchase of extra bins and benches for Days Green to increase the safety and the amenity of the green in the vicinity of the new planters to encourage more people to use the Green. Primarily on the Kings Road side.
8. To receive the minutes of the following committees for information and to raise any queries arising from them: -

Planning Committee – 3rd and 24th October 2022.

9. **Correspondence:** - To receive and action as required
10. To receive inspection report for Days Green
To receive inspection report for Hoggs Green
11. **To receive reports from any External Meetings** attended by Councillors and agree any action required.
HACC.
12. **Any other business**

Parishioners Questions (Meeting adjourned – minute book closed)

Meeting Closed.