



## 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 14<sup>th</sup> December 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.

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

**S. Barkess (Assistant Parish Clerk)**

7<sup>th</sup> December 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) 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 resolve that the minutes of the Council Meeting held on Wednesday 9<sup>th</sup> November 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 December 2022.
    - ii Income for month ended November 2022.
    - iii Bank reconciliation for month ended November 2022.
    - iv Budget Analysis for the year 2022/23.
6. To consider a donation to Headcorn Children's Football club.

# HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR

Tel: 01622 892496 Email: [clerk@headcornpc.org.uk](mailto:clerk@headcornpc.org.uk)



7. To review and adopt the following Headcorn Parish Council policies, statements, or procedures.
  - Personal Harassment Policy and Procedure.
  - Sickness Absence Policy.
  - Communications and Media Policy.
  - Suggested Principals for use of Social Media.
  - Public Participation and Questions Policy.

8. To receive the minutes of the following committees for information and to raise any queries arising from them: -

**Open Spaces Committee – 23<sup>rd</sup> November 2022.**

**Planning Committee – 28<sup>th</sup> November 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.

**KALC – Draft Minutes 28<sup>th</sup> November 2022.**

12. **Any other business**

**Parishioners Questions (Meeting adjourned – minute book closed)**

Meeting Closed