



HEADCORN PARISH COUNCIL

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

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Minutes of the Meeting of Headcorn Parish Council held on Wednesday 27th November 2023 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: -

Councillors: Thomas, Mather, Coppen, Pyman, Bates, Baars, Thorogood and Glanfield.

Clerk: Stefan Christodoulou.

Assistant Clerks: Susie Barkess and Jo Mitchell.

1.
 - a) **Apologies for absence:** Apologies were received from Cllrs. Gearing, Sexton, Newman.
 - b) **To seek notification on whether anyone intends to film, photograph, or record any items of this meeting:** There were none recorded.
 - c) **Declaration of changes to the register of interests:** There were none recorded.
 - d) **Declaration of Pecuniary Interest or other interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the agenda:** There were none recorded.
 - e) **Requests for Dispensations:** There were none recorded.
 - f) **Declarations of Lobbying:** There were none recorded.
2. **Public session** (minute book closed.)
3. **To resolve that the minutes of the Council meeting held on Wednesday 8th November 2023 be taken as read, confirmed as a correct record, and signed by the Chairman.** The Chairman asked that these be signed at the next full Council Meeting.
4. **To discuss the recommendation from the Clerk concerning the appointment of a Community Warden and agree action required.** – The Clerk gave an overview of the general role and responsibilities of the Community Warden, as well as going over the finances to ensure the budget was able to commit to new HPC staff. The clerk took questions from the Council about how the role would operate, who they would be responsible to and how their work would be reviewed and organised. It was agreed that the role would function like the clerks and lengthsmen's teams in that overall responsibility would be the Staffing Committees, with day to day activities organised by the role itself with oversight from the Clerks team. A system to add a metric by which to appraise success and growth would be initiated alongside the new role. After debate about the "pros and cons" it was unanimously agreed that HPC would go forward with this role and proceed to advertise for it ASAP.
5. **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).
There being no other matters for discussion the meeting closed at 8.00pm.

Signed.....

Date.....