

# 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 Annual General Meeting of the PARISH COUNCIL for Headcorn will be held in Longmeadow, Village Hall, Headcorn on **Wednesday 8<sup>th</sup> May 2024 at 7:00pm**

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



**S Christodoulou (Parish Clerk)**

29<sup>th</sup> April 2024

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. Election of Chairman and signing Acceptance of Office.
2. Councillors to sign Acceptance of Office.
3. Election of Vice-Chairman.
4.
  - (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.
5.
  - (a) Appointments to planning, open spaces and staffing committees.
  - (b) Appointments to other External Committees/Bodies
6. Address by the Chair.
7. To resolve that the minutes of the Council Meeting held on Wednesday 10<sup>th</sup> April 2024 be taken as read, confirmed as a correct record, and signed by the Chairman.
8. Matters arising from previous minutes.

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9. Finance
  - (a) To review and agree the following: -
    - i Schedule of Online Payments for May 2024.
    - ii Income for month ending April 2024.
    - iii Bank reconciliation for month ended April 2024.
    - iv Budget Analysis for the year 2024/25.
  
10.
  - (a) The Parish Council to re-adopt Standing Orders.
  - (b) The Parish Council to re-adopt Financial Regulations.
  - (c) To confirm and re-adopt the Kent Code of Conduct.
  - (d) To acknowledge calendar of Council and Committee meeting dates 2024/25.
  - (e) Review Community Assets.
  - (f) The Parish Council to re-adopt Term of Reference for Open Spaces Committee.
  - (g) Lone Working Policy.
  - (h) Cyber Essentials pack.
  
11. To receive the minutes of the following committees for information and to raise any queries arising from them: -  
  

**Planning Committee – 16<sup>th</sup> April 2024.**  
**Open Spaces – 10<sup>th</sup> April 2024**
  
12. **Correspondence:** - To receive and action as required
  
13. **To receive reports:** -  
Community Liaison Officer.  
Days Green.  
Hoggs Green.
  
14. **To receive reports from any External Meetings** attended by Councillors and agree to any action required.
  
15. **Any other business**

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

Meeting Closed