

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 Full Council Meeting of the PARISH COUNCIL for Headcorn will be held in Longmeadow Hall, Village Hall, Headcorn on **Wednesday 11th September 2024 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 September 2024

Members of the Public and Press are encouraged to come to the meetings and there is an opportunity to address the Council at the 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. **Resolution of Minutes: -**
To resolve that the minutes of the Council Meeting held on Wednesday 10th July 2024 be taken as read, confirmed as a correct record, and signed by the Chairman.
3. **Matters arising: -**
From the meeting of Wednesday 10th July 2024.
4. **Finance: -**
 - To review and agree the following: -
 - i Schedule of Online Payments for July and August 2024.
 - ii Income for month ended July and August 2024.
 - iii Bank reconciliation for month ended July and August 2024.
 - iv Budget Analysis for the year 2024/25.

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5. **Item:** - Following the Election of the Council on 8th May 2024, the following Policies and Procedures to be formally Adopted:

- Standing Orders
- Financial Regulations
- Kent Code of Conduct
- Membership of Other Bodies
- Terms of Reference:
 - Open Spaces Committee
 - Planning & Licensing Committee
 - Staffing Committee
- Calendar of Meeting Dates
- Risk Assessments:
 - Open Spaces
 - Finance
- Community Asset Register
- Insured Risks – Policy Schedule
- Best Value Statement
- Vision and Values Statement
- Equal Opportunities Policy
- Complaints Policy
- Data Protection
- Grievance Policy
- Capability Policy
- Capability/Disciplinary Procedure
- Personal Harassment Policy and Procedure
- Sickness Absence Policy
- Health and Safety Policy
- Communications and Media Policy
- Suggested Principals for Use of Social Media
- Public Participation and Questions Policy
- Learning and Development
- Document Retention Policy
- Respect, Bullying and Intimidation
- Open Spaces Policies:
 - Trees
 - Lighting Strategy
- CCTV Policy
- Co-option Policy
- Councillor Competencies
- Travel and Expenses Policy

6. **Item:** - To discuss and agree the implementation of the 'Freedom of Headcorn' award.

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7. **Item:** - To discuss pollution in North Street and the possibility of adding a pollution monitoring tube.
8. **Item:** - To discuss the possibility of holding a Circus on one of our greens next year, following an approach from Devitos Circus.
9. **Item:** - To discuss the possibility of the replacement of the Days Green toilet drains.
10. **Item:-** To discuss and agree applying for Membership of Resolve (see e-mail from CLO 21.08.2024).
11. **Item:-** To discuss and approve quote for PA system.
12. **To receive the minutes of the following committees: -**
Open Spaces
Planning.
13. **Correspondence: -**
To receive and action as required.
14. **To receive reports: -**
Community Liaison Officer.
Days Green.
Hoggs Green.
15. **Reports from External Meetings.**

Parishioners Questions (Meeting adjourned – minute book closed) - *The period of time designated for public participation at a meeting in accordance with standing order 3(e) is twenty minutes or at the discretion of the chairman. Subject to standing order 3(g) above, a member of the public shall not speak for more than 3 minutes.*

16. **Any other business.**

Meeting Closed.