

# 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 11<sup>th</sup> December 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)**

*4<sup>th</sup> December 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) 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. **Resolution of Minutes: -**  
To resolve that the minutes of the Council Meetings held on Wednesday 13<sup>th</sup> November 2024 be taken as read, confirmed as a correct record, and signed by the Chairman.
4. **Matters arising: -**  
From the meeting of Wednesday 13<sup>th</sup> November 2024.
5. **Finance: -**
  - To review and agree the following: -
    - i Schedule of Online Payments for November 2024.
    - ii Income for month ended November 2024.
    - iii Bank reconciliation for month ended November 2024.
    - iv Budget Analysis for the year 2024/25.

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6. **Item:** - To approve the 25/26 budget.
7. **Item:** - To agree keeping Martin Thomas as our internal auditor.
8. **Item:** - To agree and adopt the smoking and vaping policy.
9. **Item:** - To agree our response to Maidstone Borough Gypsy, Traveller and Travelling Showpeople Plan: Preferred Approaches 18b Consultation (October 2024).
10. **To receive the minutes of the following committees:** -  
Open Spaces
11. **Correspondence:** -  
To receive and action as required.
12. **To receive reports:** -  
Community Liaison Officer.  
Days Green.  
Hoggs Green.
13. **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.*

14. **Any other business.**

Meeting Closed.