

# 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 Hall, Village Hall, Headcorn on **Wednesday 14<sup>th</sup> May 2025 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)**

*7<sup>th</sup> May 2025*

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. Election of Chairman and signing of Acceptance of Office.
2. Election of Vice-Chairman.
3.
  - (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.
4.
  - (a) Appointments to planning, open spaces and staffing committees.
  - (b) Appointments to other External Committees / Bodies.
5. Address by the Chair
6. **Resolution of Minutes: -**  
To resolve that the minutes of the Full Council Meeting held on Wednesday 9<sup>th</sup> April 2025 be taken as read, confirmed as a correct record, and signed by the Chairman.
7. **Matters arising: -**  
From the meeting of Wednesday 9<sup>th</sup> April 2025.
8. **Finance: -**
  - To review and agree the following: -

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- i Schedule of Online Payments for April 2025.
  - ii Income for month ended April 2025.
  - iii Bank reconciliation for month ended April 2025.
  - iv Budget Analysis for the year 2025/26.
  
9. **Item:** - The Parish Council to re-adopt the following policies and procedures:
  - (a) Risk Assessment – Lone Worker
  - (b) Lone Worker Policy
  
10. **Item:** - To discuss and approve the quote received for Millbank Meadow entrance.
  
11. **To receive the minutes of the following committees:** -
  - Planning
  - Open Spaces
  
12. **Correspondence:** -  
To receive and action as required.
  
13. **To receive reports:** -
  - Community Liaison Officer.
  - Days Green.
  - Hoggs Green.
  
14. **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.*
  
15. **Any other business.**

Meeting Closed.