

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE PPP COMMITTEE HELD ON Monday 27th
January 2020, at the Day Centre, Commercial AT 7.45 pm.

PRESENT: Cllr M Flashman,
 Cllrs R. Atkins, S. Hamilton, D. Kent

IN ATTENDANCE: Mrs N Reay, Clerk to the Council

APOLOGY: Cllr B. Hills

PPP 15 **DECLARATIONS OF INTEREST**
 There were no declarations of interest.

PPP 16 **MINUTES OF THE PREVIOUS MEETING**
 The minutes of the meeting held on 28th October 2019 were
 APPROVED.

PPP17 **MATTERS ARISING FROM THE PREVIOUS MINUTES**
 Financial Regulations will be reviewed independently by the
 Finance Committee.

PPP18 **POLICY REVIEW**
 Suggested amendments are in red.

a) Protocol for the public attending Town Council & Committee meetings.
 Paragraphs 2 & 3 have –amended, to make it clearer that the 15
 minutes set aside for members of the public to speak was not part of
 the formal council meeting.

b) Procedure for Borough & County Councillors
 Amendment to para 5 stating that questions should be submitted in
 advance “if at all possible”

c) Complaints Procedure
 Amendments to para 3.2 to reflect that complaints against councillors
 should be referred directly to the Monitoring Officer.

d) Personal use of computers
 No amendments

e) Email Policy
 Amendment to Para 5 – stating that only official email addresses for
 members would be used.
 Members also discussed whether it was appropriate to include a
 timescale in which councillors should respond to emails from the
 public. Following a discussion, it was agreed that this would be
 impractical.

It was also agreed that members should be aware of GDPR rules before forwarding emails.

- f) Cemetery rules
Amendments to
General Rules par 11
At present the town council does not charge any fees for the burial of babies under the age of 6 weeks. In line with most other authorities the council also charges double fees for non-residents. However, there was nothing currently in the rules regarding the burial of babies from outside the area.

The Town Council is currently developing a new dedicated burial area for babies and young children.

Guidance from members was sought as to what fees should be charged for the burial of babies from outside the parish.

Following a discussion, it was agreed that the Council should charge the standard adult rate for non-residents.

Rules for Garden of Remembrance – Par 6

It was agreed that plaques should contain only the name and dates of the deceased, along with a brief text.

PPP19

COUNCILLOR'S GUIDE TO HANDLING INTIMIDATION

Members considered the briefing note from Cllr Williams. This item was referred to the committee at the December Council meeting for consideration.

Also attached were copies of the following adopted policies:

Officer/Member Protocol

Social Media Policy

Code of Conduct

Bullying and Harassment Policy

It was agreed that a further meeting would be held to discuss this matter further. A provisional date of 2nd March was put forward.

PPP20

DATE OF NEXT MEETING

The next meeting will be held on 2nd March 2020 (TBC).

The meeting closed at 9.04 pm.

CHAIRMAN