

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrews Field, St Andrews Road
Paddock Wood, Kent, TN12 6HT
Telephone: 01892 837373 Email: paddockwoodtc@btconnect.com
www.paddockwoodtc.kentparishes.co.uk

**NOTICE OF A MEETING OF THE PPP COMMITTEE TO BE HELD ON Monday
28th October 2019, at the Day Centre, Commercial AT 7.45 pm.**

Apologies

PPP 9 **DECLARATIONS OF INTEREST**

PPP 10 **MINUTES OF THE PREVIOUS MEETING**
To Approve the minutes of the meeting held on 12th August 2019.

PPP11 **MATTERS ARISING FROM THE PREVIOUS MINUTES**
(a) The Co-option procedure was agreed by the Town Council at its meeting on 19th August 2019.
(b) It was agreed that the 10 minutes allowed for the Borough & County Councillors at the start of the meeting should be reviewed at this meeting. A decision should be made as to whether longer is needed. Standing Orders will need to be revised if the committee is minded to recommend a longer period.

PPP12 **POLICY REVIEW**
(a) Sickness & Absence Policy
(b) Bullying & Harassment Policy – this has been amended in light of the attached briefing note from NALC.
(c) Recording of meetings – The Council’s document retention policy needs to be amended to reflect how long recording should be kept for.

PPP13 **POLICY REVIEW DATES**
To note the revised policy review dates

PPP14 **DATE OF NEXT MEETING**
The next meeting will be held on 27th January 2020.

NICHOLA REAY
Clerk to the Council

22nd October 2019