

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrews Field, St Andrews Road
Paddock Wood, Kent, TN12 6HT
Telephone: 01892 837373 Email: clerk@paddockwoodtc.co.uk
www.paddockwood-tc.gov.uk

**NOTICE OF A MEETING OF THE PPP COMMITTEE TO BE HELD ON Monday
25th January 2021, by Zoom at 8pm**

PLEASE NOTE THE LATER START TIME.

Join Zoom Meeting
<https://zoom.us/j/97498250053?pwd=SDI4OVptMVBzaU1rVFZhMm16bjJ3QT09>

Meeting ID: 974 9825 0053
Passcode: 621427
One tap mobile
+443300885830,,97498250053#,,,,*621427# United Kingdom
+441314601196,,97498250053#,,,,*621427# United Kingdom

Apologies

PPP 10 **DECLARATIONS OF INTEREST**

PPP11 **MINUTES OF THE PREVIOUS MEETING**
To APPROVE the minutes of the previous meeting held on 26th October 2020.

PPP12 **POLICY REVIEW**
To review the following documents and agree any amendments.

- a) Protocol for the public attending Town Council and Committee meetings
- b) Virtual meeting protocol
- c) Procedure for managing questions to County or Borough Councillors at Town Council meetings.
- d) Complaints Procedure
- e) Email usage policy
- f) Personal use of IT equipment

PPP13 **FINANCIAL REGULATIONS**
To review Financial Regulations for approval by the Town Council at the Annual Meeting of the Town Council.

PPP14 **DATE OF NEXT MEETING**
The next meeting will be held on Monday 26TH April 2021.

NICHOLA REAY
Clerk to the Council

19th January 2021