

**Paddock Wood Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
733	28/01/2021		Current/Business Res#	DD	Water rates Memorial	Castle Water	S	10.83	2.17	13.00
734	28/01/2021		Current/Business Res#	DD	Water rates Green Lane	Castle Water	S	13.33	2.67	16.00
735	28/01/2021		Current/Business Res#	DD	Water rates Elm Tree	Castle Water	S	12.50	2.50	15.00
736	28/01/2021		Current/Business Res#	DD	Water rates Kent close	Castle Water	S	10.00	2.00	12.00
737	28/01/2021		Current/Business Res#	DD	Water rates Cemetery	Castle Water	S	9.17	1.83	11.00
738	28/01/2021		Current/Business Res#	DD	Water rates Podmore	Castle Water	S	8.33	1.67	10.00
739	28/01/2021		Current/Business Res#	DD	Water rates Ringden Allotment	Castle Water	Z	10.00	0.00	10.00
740	28/01/2021		Current/Business Res#	DD	Water rates St Andrews	Castle Water	S	20.00	4.00	24.00
741	28/01/2021		Current/Business Res#	DD	Pension - fees	Aviva Life	Z	15.25	0.00	15.25
742	28/01/2021		Current/Business Res#	DD	Pension - fees	Aviva Life	Z	15.25	0.00	15.25
743	28/01/2021		Current/Business Res#	DD	Water rates Badsell Allotments	Castle Water	S	25.00	5.00	30.00
744	28/01/2021		Current/Business Res#	DD	Water rates Day Centre	Castle Water	S	8.33	1.67	10.00
745	28/01/2021		Current/Business Res#	DD	Water rates Memorial	Castle Water	S	10.83	2.17	13.00
746	28/01/2021		Current/Business Res#	DD	Water rates Green Lane	Castle Water	S	13.33	2.67	16.00
747	05/01/2021		Current/Business Res#	DD	fuel	Wex Retail Cards	S	22.50	4.50	27.00
748	11/01/2021		Current/Business Res#	DD	Copier fees	Insight Systems	S	1,058.81	211.76	1,270.57
749	12/01/2021		Current/Business Res#	credit card	stationery	Viking Direct	S	259.14	51.83	310.97
750	12/01/2021		Current/Business Res#	credit card	subscription	AvG (N. Reay)	S	29.90	5.98	35.88
751	12/01/2021		Current/Business Res#	credit card	lifbuooy	ASPLI Safety (PC)	S	189.67	37.93	227.60
752	12/01/2021		Current/Business Res#	credit card	subscription	zoom	S	9.99	2.00	11.99
753	12/01/2021		Current/Business Res#	credit card	xmas vouchers	Waitrose	Z	150.00	0.00	150.00
754	12/01/2021		Current/Business Res#	credit card	xmas vouchers	Waitrose	Z	50.00	0.00	50.00
755	12/01/2021		Current/Business Res#	credit card	xmas vouchers	Waitrose	Z	125.00	0.00	125.00
756	12/01/2021		Current/Business Res#	credit card	xmas vouchers	M & S	Z	50.00	0.00	50.00
757	12/01/2021		Current/Business Res#	credit card	fees	Unity bank	Z	3.00	0.00	3.00
758	14/01/2021		Current/Business Res#	dd	Refuse Collection	Lilli Waste	Z	4.80	0.00	4.80
759	14/01/2021		Current/Business Res#	dd	Refuse Collection	Lilli Waste	Z	133.46	0.00	133.46
760	14/01/2021		Current/Business Res#	dd	Refuse Collection	Lilli Waste	Z	172.77	0.00	172.77
761	18/01/2021		Current/Business Res#	dd	subscription	Sage Payroll	S	36.50	7.30	43.80
762	19/01/2021		Current/Business Res#	dd	fuel	Wex Retail Cards	S	75.30	15.06	90.36
763	21/01/2021		Current/Business Res#	dd	Mobile phone Account Estates	O2	S	20.13	4.03	24.16
764	21/01/2021		Current/Business Res#	dd	Mobile phone Account Office	O2	S	20.80	4.16	24.96
765	18/01/2021		Current/Business Res#	dd279	PPE	Kent County supplies	S	40.60	8.12	48.72
766	18/01/2021		Current/Business Res#	280	Tools	Kidmans	S	329.33	65.87	395.20
767	18/01/2021		Current/Business Res#	281	subscription	Society of Local Council Clerk	S	288.33	57.67	346.00
768	18/01/2021		Current/Business Res#	282	Christmas lights	Gala Lights	S	4,700.00	940.00	5,640.00
769	18/01/2021		Current/Business Res#	283	MoT for Toyota Van	East Peckham MOT station	S	37.50	7.50	45.00
770	25/01/2021		Current/Business Res#	284	lap top	Currys (N Reay)	S	457.50	91.50	549.00
771	28/01/2021		Wages Imprest	bacs	Wages - Office	PWTC Wages Imprest, Acc	Z	4,440.29	0.00	4,440.29

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
772 Salaries	28/01/2021		Wages Imprest	baes/hmrc	Tax NI Office	PWTC Wages Imprest Acc	Z	1,589.86	0.00	1,589.86
773 Salaries	28/01/2021		Wages Imprest	baes/pen	Pension - office	PWTC Wages Imprest Acc	Z	529.46	0.00	529.46
774 Salaries	28/01/2021		Wages Imprest	baes	Wages - Estates	PWTC Wages Imprest Acc	Z	4,780.44	0.00	4,780.44
775 Salaries	28/01/2021		Wages Imprest	baes/hmrc	Tax NI Estates	PWTC Wages Imprest Acc	Z	1,861.84	0.00	1,861.84
776 Salaries	28/01/2021		Wages Imprest	baes/pen	Pension - Estates	PWTC Wages Imprest Acc	Z	556.87	0.00	556.87
777 Salary	28/01/2021		Wages Imprest	baes	Wages NP	PWTC Wages Imprest Acc	Z	50.00	0.00	50.00
778 Salaries	28/01/2021		Wages Imprest	baes	Wages - Day centre	PWTC Wages Imprest Acc	Z	103.35	0.00	103.35
779 Salaries	28/01/2021		Wages Imprest	baes/hmrc	Tax NI - Day Centre	PWTC Wages Imprest Acc	Z	25.80	0.00	25.80
780 Salaries	28/01/2021		Wages Imprest	baes	Wages - Cemetery	PWTC Wages Imprest Acc	Z	630.00	0.00	630.00
781 Wages - Foal Hurst Wood	28/01/2021		Wages Imprest	baes	Wages - FHW	PWTC Wages Imprest Acc	Z	89.81	0.00	89.81
782 Wages - memorial	28/01/2021		Wages Imprest	baes	Wages - Memorial	PWTC Wages Imprest Acc	Z	97.03	0.00	97.03
783 Green Lane Pavilion and Pit	10/02/2021		Current/Business Res	285	Water rates - Green Lane	Business Stream	Z	5.74	0.00	5.74
784 Workshop	10/02/2021		Current/Business Res	286	Broadband line	British Telecommunications L	S	69.40	13.88	83.28
785 Staff Training	10/02/2021		Current/Business Res	287	Training course	Kent Association of Local Cox	S	35.00	7.00	42.00
786 Members allowances	10/02/2021		Current/Business Res	287	Training course	Kent Association of Local Cox	S	50.00	10.00	60.00
787 Members allowances	10/02/2021		Current/Business Res	287	Training course	Kent Association of Local Cox	S	35.00	7.00	42.00
788 Office Equipment	10/02/2021		Current/Business Res	288	Office equipment	Viking Direct	S	32.48	6.50	38.98
789 Postage and Stationery	10/02/2021		Current/Business Res	288	stationery	Viking Direct	S	11.97	2.40	14.37
790 Postage and Stationery	10/02/2021		Current/Business Res	288	stationery	Viking Direct	Z	132.00	0.00	132.00
791 Postage and Stationery	10/02/2021		Current/Business Res	288	stationery	Viking Direct	Z	173.48	0.00	173.48
792 Professional fees	10/02/2021		Current/Business Res	289	Professional fees	Baxall	S	22,795.05	4,559.01	27,354.06
793 Publicity	10/02/2021		Current/Business Res	290	Marketing support	S Lovell	Z	342.50	0.00	342.50
794 Repairs	10/02/2021		Current/Business Res	291	lighting repairs	Streelights	S	79.25	15.85	95.10
795 Christmas Lights	10/02/2021		Current/Business Res	291	Installation of Christmas lights	Streelights	S	2,430.00	486.00	2,916.00
796 Consultants Fees	10/02/2021		Current/Business Res	292	Professional fees	Troy Planning	S	1,500.00	300.00	1,800.00
797 Consultants Fees	10/02/2021		Current/Business Res	292	Professional fees	Troy Planning	S	550.00	110.00	660.00
798 Green Lane ponds & spinney	10/02/2021		Current/Business Res	293	Tree management	Kent Gardening & Tree Surgk	S	1,760.00	352.00	2,112.00
799 Green Lane ponds & spinney	10/02/2021		Current/Business Res	293	Tree management	Kent Gardening & Tree Surgk	S	1,610.00	322.00	1,932.00
800 Subscriptions	10/02/2021		Current/Business Res	294	subscription	Symcar	S	67.60	13.52	81.12
801 Street Furniture	10/02/2021		Current/Business Res	295	Bins	Glasdon UK Ltd	S	465.10	93.02	558.12
802 noticeboards	10/02/2021		Current/Business Res	296	Noticeboard	AMB Carpentry	Z	941.67	0.00	941.67
803 Security Company FHW	10/02/2021		Current/Business Res	297	security - FHW	Prestige Guarding	S	228.00	45.60	273.60
804 security St Andrews	10/02/2021		Current/Business Res	297	security -St andrews	Prestige Guarding	S	228.00	45.60	273.60
805 Security company - Memoria	10/02/2021		Current/Business Res	297	security - Memorial	Prestige Guarding	S	228.00	45.60	273.60
806 youth work	10/02/2021		Current/Business Res	298	Printing	S J Woodcock	S	18.60	3.72	22.32
Total								59,571.68	8,277.89	67,849.57

**Paddock Wood Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
697 Salaries	27/11/2020		Wages Imprest	bacs	Wages - Cemetery	PWTC Wages Imprest Acc	Z	630.00	0.00	630.00
698 Bank interest/fees	31/12/2020		Wages Imprest	bacs	Bank charges	Unity bank	Z	18.00	0.00	18.00
699 Elm Tree Pitches & Pavilion	29/12/2020		Current/Business Res	DD	Water rates Elm Tree	Castle Water	S	12.50	2.50	15.00
700 Water Rates	29/12/2020		Current/Business Res	DD	Water rates Kent close	Castle Water	S	10.00	2.00	12.00
701 Rates/Utility Fees	29/12/2020		Current/Business Res	DD	Water rates Cemetery	Castle Water	S	9.17	1.83	11.00
702 Podmore Building	29/12/2020		Current/Business Res	DD	Water rates Podmore	Castle Water	S	8.33	1.67	10.00
703 Water Rates	29/12/2020		Current/Business Res	DD	Water rates Ringden Allotment	Castle Water	Z	10.00	0.00	10.00
704 St Andrews Hall	29/12/2020		Current/Business Res	DD	Water rates St Andrews	Castle Water	S	20.00	4.00	24.00
705 Salaries	29/12/2020		Current/Business Res	DD	Pension - fees	Aviva Life	Z	15.25	0.00	15.25
706 Salaries	29/12/2020		Current/Business Res	DD	Pension - fees	Aviva Life	Z	15.25	0.00	15.25
707 Water Rates	29/12/2020		Current/Business Res	DD	Water rates Badsell Allotments	Castle Water	S	25.00	5.00	30.00
708 Water Rates	29/12/2020		Current/Business Res	DD	Water rates Day Centre	Castle Water	S	8.33	1.67	10.00
709 Memorial Pitches and Pavilion	29/12/2020		Current/Business Res	DD	Water rates Memorial	Castle Water	S	10.83	2.17	13.00
710 Green Lane Pavilion and Ptc	29/12/2020		Current/Business Res	DD	Water rates Green Lane	Castle Water	S	13.33	2.67	16.00
711 Putlands	08/12/2020		Current/Business Res	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
712 Elm Tree Pitches & Pavilion	08/12/2020		Current/Business Res	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
713 St Andrews Field	08/12/2020		Current/Business Res	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
714 Green Lane Pavilion and Ptc	08/12/2020		Current/Business Res	159	Mowing costs	Capel Care	S	108.33	21.67	130.00
715 Memorial Pitches and Pavilion	08/12/2020		Current/Business Res	157	Mowing costs	Capel Care	S	108.32	21.67	129.99
716 Bank interest/fees	31/12/2020		Current/Business Res	bacs	Bank charges	Unity bank	Z	46.10	0.00	46.10
717 Electricity	29/12/2020		Current/Business Res	DD	Electricity supply Day centre	SSE	S	170.48	34.10	204.58
718 Workshop	29/12/2020		Current/Business Res	DD	Electricity supplies workshop	SSE	S	62.27	3.11	65.38
719 St Andrews Hall	29/12/2020		Current/Business Res	DD	Electricity St Andrews	SSE	S	445.67	89.14	534.81
720 Elm Tree Pitches & Pavilion	29/12/2020		Current/Business Res	DD	Electricity supplies elm tree	SSE	S	74.51	3.73	78.24
721 Memorial Pitches and Pavilion	29/12/2020		Current/Business Res	DD	Electricity supplies Memorial	SSE	S	17.50	0.87	18.37
722 Podmore Building	29/12/2020		Current/Business Res	DD	Electricity Podmore	SSE	S	282.92	14.15	297.07
723 Elm Tree Pitches & Pavilion	28/01/2021		Current/Business Res	DD	Water rates Elm Tree	Castle Water	S	12.50	2.50	15.00
724 Water Rates	28/01/2021		Current/Business Res	DD	Water rates Kent close	Castle Water	S	10.00	2.00	12.00
725 Rates/Utility Fees	28/01/2021		Current/Business Res	DD	Water rates Cemetery	Castle Water	S	9.17	1.83	11.00
726 Podmore Building	28/01/2021		Current/Business Res	DD	Water rates Podmore	Castle Water	S	8.33	1.67	10.00
727 Water Rates	28/01/2021		Current/Business Res	DD	Water rates Ringden Allotment	Castle Water	Z	10.00	0.00	10.00
728 St Andrews Hall	28/01/2021		Current/Business Res	DD	Water rates St Andrews	Castle Water	S	20.00	4.00	24.00
729 Salaries	28/01/2021		Current/Business Res	DD	Pension - fees	Aviva Life	Z	15.25	0.00	15.25
730 Salaries	28/01/2021		Current/Business Res	DD	Pension - fees	Aviva Life	Z	15.25	0.00	15.25
731 Water Rates	28/01/2021		Current/Business Res	DD	Water rates Badsell Allotments	Castle Water	S	25.00	5.00	30.00
732 Water Rates	28/01/2021		Current/Business Res	DD	Water rates Day Centre	Castle Water	S	8.33	1.67	10.00

Agenda item 109 b

10 February 2021 (2020-2021)

Paddock Wood Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
168 Memorial Fees	25/11/2020		Current/Business Rese	000242	Memorial Fee	Hoadley	Z	80.00	0.00	80.00
169 Memorial Fees	10/12/2020		Current/Business Rese	bacs	Memorial Fee	Eyre	Z	51.50	0.00	51.50
170 Marketing	15/12/2020		Current/Business Rese	bacs	Grant payment	Kent County Council	Z	1,200.00	0.00	1,200.00
171 Memorial Plaques	06/01/2021		Current/Business Rese	bacs	refund	Anglia sign casting	S	59.47	11.89	71.36
172 materials (Estates)	27/01/2021		Current/Business Rese	bacs	refund	Corker Outdoors	S	45.26	9.05	54.31
173 Grants of Right	28/01/2021		Current/Business Rese	bacs	Grant of Right (Ashes Plot)	Henry Paul	Z	480.00	0.00	480.00
174 Opening Fee	28/01/2021		Current/Business Rese	bacs	Opening Fee	Henry Paul	Z	228.00	0.00	228.00
175 Memorial Fees	28/01/2021		Current/Business Rese	bacs	Memorial plaque	Henry Paul	Z	80.00	0.00	80.00
176 Memorial Plaques	28/01/2021		Current/Business Rese	bacs	Memorial plaque	Tyler	Z	71.36	0.00	71.36
177 Memorial Fees	28/01/2021		Current/Business Rese	bacs	Additional inscription fee	Tyler	Z	51.50	0.00	51.50
Total								2,347.09	20.94	2,368.03

Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT – 01892 837373 – paddockwoodtc@btconnect.com

Application from Title/organisation

The Community Storehouse Foodbank

Contact details

Name: Gill Lloyd

Address: The Community Storehouse
The Wesley Centre
Commercial Road
Paddock Wood
Kent TN12 6DS

Telephone/e-mail

 / enquiries@communitystorehouse.co.uk

Aims of the Group:

To alleviate food poverty in the local area.
To provide emergency food parcels to those in our local community who are struggling to feed themselves and their families.
Where possible to provide healthy food, to enhance dietary needs.

Number of members

6 Trustees
20 Volunteers (approx.)
Clients served- up to 150 households per annum

Percentage who are Paddock Wood residents?

50% of clients from Paddock Wood
20% of clients from surrounding villages
30% of clients from further afield, within 10 mile radius

Amount requested: £500

Total cost of project: £500

Purpose of the Grant

To purchase a weekly amount of fresh fruit and vegetables to be given to clients in their food parcels.

Have you included a copy of the last year end accounts? **YES/NO**
If not available please explain why.

Are there any restrictions placed on who can use/access the services. **YES/NO**.
If yes, please supply details of the restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or it agrees to abide by the Town Council's Equal Opportunities Policy.

Statement of understanding.

I have read and understood the Paddock WoodTown Council Grants Policy and Procedure and agree that if a grant is awarded the organisation I represent will abide by the conditions therein outlined.

Signed Gill Lloyd , Trustee / Treasurer

Date February 2021

Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT – 01892 837373 – paddockwoodtc@btconnect.com

Application from Title/organisation **Paddock Wood Rangers**

Contact details

Name: **LISA-ANNE JUDD**

Address: [REDACTED]

Telephone/e-mail [REDACTED]

Aims of the Group

Paddock Wood Rangers is a unit under the Girlguiding umbrella. The girls in the unit are aged between 14-18 years old. We aim to give our members the opportunity to lead, to develop skills and to have fun as well as taking part in activities & challenges, supporting others, raising awareness & serving our community. We also offer the opportunity for national and international travel.

Number of members **16 (13 young people + 3 adult leaders)**

Percentage of Paddock Wood residents? **75% of total group / 85% of young people.**

Amount requested: **£500**

Total cost of project: **£9,100 approx.**

Purpose of the Grant **The grant will be a contribution towards our unit trip to Cretaia. We originally planned to be travelling in August 2021, however we are currently considering whether we have to postpone the trip to 2022 due to COVID-19. The trip is for 10 young people & 4 adult leaders. During the trip the group will take on activities such as paddle boarding and learning marine biology. For some of the group it will be the first trip abroad, for others it is the first time on an aeroplane. If we have to postpone until 2022 we may incur additional charges due to the change of flights. This ~~cost~~ would increase the total cost of the trip to approx. £11,000. The grant would help alleviate the amount of fundraising we would have to carry out to cover this cost.**

Have you included a copy of the last year end accounts? YES/NO
If not available please explain why.

Are there any restrictions placed on who can use/access the services. YES/NO
If yes, please supply details of the restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or it agrees to abide by the Town Council's Equal Opportunities Policy.

Statement of understanding.

I have read and understood the Paddock Wood Town Council Grants Policy and Procedure and agree that if a grant is awarded the organisation I represent will abide by the conditions therein outlined.

Signed 

Date... 6/2/2021

Preparing for the possible return of face-to-face meetings

The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face to face meetings from 7 May. NALC is working with a number of national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so councils should start preparing for the real possibility of face to face meetings from May.

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. The guidance below has been written to help local councils prepare for the scenario that remote council meetings cannot lawfully take place from 7 May 2021. There is still much uncertainty around how legislation or COVID-19 risks may change over the coming weeks and months. NALC will update this guidance as the situation evolves. Each council will have to decide which course of action will best fit their needs and manage risks.

To help local councils prepare for this possibility some advice and suggestions are below:

- Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May.
- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely (see also NALC's **Legal Briefing L01-20** (<https://www.nalc.gov.uk/library/news-stories/covid19/3234-l01-20-the-local-authorities-and-police-and-crime-panels-coronavirus-flexibility-of-local-authority-and-police-and-crime-panel-meetings-england-and-wales-regulations-2020/file>)).
- Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced.
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue.
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

Some tips that may help manage well-attended remote meetings are:

- keeping the meeting short with limited business/votes

- using electronic voting tools (many platforms have built-in tools for voting)
- if you plan to vote by a show of hands or calling a register then budget significant extra time for this
- building in public engagement through online tools, that you could use to ask the public to feedback or express views that you would usually discuss in a meeting You could do also do this before or after the meeting as a way of ensuring ongoing public engagement (there are a number of free tools available online)
- build in time to practice and prepare with the Clerk and Chairman in advance of the meeting
- Further guidance on **holding effective remote meetings** (<https://www.nalc.gov.uk/library/news-stories/covid19/3232-nalc-holding-remote-meetings/file>) available from NALC

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face to face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- The council (or venue owner/operator) will need to identify the venue’s maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue’s test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a **test and trace procedure** (<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>)
- Venues must conform with the government guidance for **multi-purpose community facilities** (<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>) and for **council buildings** (<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings>). If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance
- The council must understand and ensure it is acting in compliance with the latest government **safer workplaces guidance** (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>)

Managing staff:

- It would be advisable to inform the clerk and any other staff whose role involves supporting or attending council meetings, as soon as possible that the council will need to prepare to return to face to face meetings from May onwards. This will allow them to make the necessary preparations as described above, and also to allow time to engage with staff to alleviate any concerns they may have related to attending physical meetings again.
- Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face to face meetings.
- The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government **safer workplaces guidance** (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>)
- ACAS have produced useful **guidance for employers and employees** (<https://www.acas.org.uk/coronavirus>) related to COVID-19, including advice on how to support staff to **return to the workplace** (<https://www.acas.org.uk/working-safely-coronavirus/returning-to-the-workplace>) and how to manage situations where staff may be worried or not wish to return.

Nichola Reay

From: Meryl Flashman
Sent: 08 February 2021 15:13
To: CLARK, Greg
Cc: Nichola Reay
Subject: Remote meetings

Dear Greg

You will have received from KALC last week an email seeking your support for extending the Covid-19 regulations to enable remote meetings to continue beyond 7 May until the end of the calendar year. I am writing to confirm my support for their communication to you for the following reasons:

I do not believe that by the 7th May councillors, staff and members of the public will be prepared to meet face to face. At present it seems unlikely that everyone will have had the opportunity to have received their first inoculation by this date and only those already inoculated will have received their second inoculation by early May.

Remote meetings have been as well attended if not better than meetings held face to face.

The rooms available to Paddock Wood Town Council for meetings are too small to permit social distancing if all councillors are present, which would mean it would not be possible to admit the public.

Paddock Wood Town Council does not have the technology to permit some councillors and members of the public to attend in person and also virtually.

A return to physical meetings would restrict voting to those physically present and some councillors would be disenfranchised.

For these reasons I would ask you to support the KALC and NALC requests for the extension of the Covid-19 regulations to enable remote meetings to continue beyond 7 May until the end of the calendar year.

Kind regards
Meryl Flashman
Chairman of Paddock Wood Town Council

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Paddock Wood Town Council ensures that email security is a high priority. Therefore, we have put efforts into ensuring that the message is error- and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

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clerk@paddockwoodtc.co.uk. You may request to be removed as a contact at any time.

Paddock Wood Town Council Privacy Notice can be viewed at:
www.paddockwood-tc.gov.uk

PADDOCK WOOD COMMUNITY CENTRE BOARD
c/o The Podmore Building, St Andrew's Road, Paddock Wood, TN12 6HT
Telephone: 01892 837373
www.paddockwood-tc.gov.uk

**MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held
on Wednesday 6th January VIA ZOOM AT 7 pm**

PRESENT: Cllr M Flashman, in the Chair,
D Boyle Cllr C Williams
Mrs N Reay (Town Clerk) Mr J White (Project Manager)
Mrs D Haylett (TWBC Head of Facilities & Community Hubs)
Mr D Deed (Technical Project Manager)

APOLOGY: Borough Cllr C Mackconochie

CCB90 **MINUTES OF THE PREVIOUS MINUTES**
The minutes of the meeting held on 2nd December 2020 were APPROVED.

CCB91 **PROJECT UPDATE**
a) The planning application was submitted on the 18th December 2020. Town Council members have been advised. The application has not yet been validated and posted on the TWBC planning portal, as amendments were required to some of the documents.
b) An email had been received from Baxall advising that the Design Team meetings would need to resume shortly to start reviewing the next stage of the project. Board members agreed that the design team should remain the same as previously. The Clerk would email the members to see if they were still willing to attend the meetings.

CCB92 **CASHFLOW UPDATE**
The figures had been previously circulated to the board members. JW advised that the figures were up to the end of December 2020.

All capital costs were included, but the figures did not include any legal costs or the set up of the village hall management committee.

Further accruals are expected on the section 106 funding for the Church Farm and Mascalls Farm Development. This has not been allowed for, but the sums are index linked from the time the agreements were signed, to when the funding is released to the town council.

The additional housing at Mascalls Farm has not yet been approved, so the further s106 funding cannot be relied on until the permission is granted.

Berkley Homes should be contacted to find out when they were likely to start sales of their properties.

CCB93

PWLB BORROWING APPROVAL

At its meeting on the 21st December the town council passed the following resolution:

The council should seek the approval of the Secretary of State for Housing Communities and Local Government to apply for a PWLB loan of £1.9m over the borrowing term of 50 years for the purposes of building a community centre. The annual loan repayments will come to around £59,408.

It is not intended to further increase the council tax precept for the purpose of the loan repayment.

The draft minutes have been published on the Town Council website as per the guidance.

A copy of the report which was submitted for the town council meeting was attached for information.

Board members were asked, in light of the guidance from KALC, what additional publicity or consultation they consider necessary. It was agreed that as there was sufficient provision on place in the council's existing budget, a survey was not required. However, details of the loan would be publicised to residents in the forthcoming newsletter.

Members are also asked to consider para 4 in the guidance regarding affordability, longer term. It was agreed that the following information should be included in the application:

- The town council already allows sufficient funding in its budget to make the annual repayments at current interest rates.
- A 1000 new houses are currently being built in Paddock Wood. This will generate approximately a further £150 K income for the town council.
- The tax base for Paddock Wood has increased over the last two years due to the new houses

CCB94

COVID 19 RISK REGISTER

Members reviewed the risk register and amended as required.

CCB95

DATE OF NEXT MEETING

The next meeting is due to be held on Wednesday 3rd February 2021.

The meeting closed at 8.22 pm

Chairman

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

MINUTES OF A MEETING OF THE PPP COMMITTEE HELD ON Monday 25th
January 2021, by Zoom at 8.00 pm

PRESENT: Cllr M Flashman
 Cllr R Atkins, D. Kent, C. Williams

IN ATTENDANCE: Mrs C.Reilly, deputy clerk

Apologies Cllr S Hamilton

PPP 10 **DECLARATIONS OF INTEREST**
 None

PPP11 **MINUTES OF THE PREVIOUS MEETING**
 The minutes of the previous meeting held on 26th October 2020 were agreed.

PPP12 **POLICY REVIEW**
 To review the following documents and agree any amendments.
 The following was agreed unanimously by members.

- a) Protocol for the public attending Town Council and Committee meetings
 Amended as per the attached.
- b) Virtual meeting protocol
 Amended as per the attached.
- c) Procedure for managing questions to County or Borough Councillors at Town Council meetings.
 No amendments.
- d) Complaints Procedure
 No amendments
- e) Email usage policy
 No amendments.
- f) Personal use of IT equipment
 No amendments

PPP13 FINANCIAL REGULATIONS

To review Financial Regulations for approval by the Town Council at the Annual Meeting of the Town Council.
Amendments agreed unanimously as per the attached.

PPP14 DATE OF NEXT MEETING

The next meeting will be held on Monday 26th April 2021.

Meeting closed 9.15pm