

**PADDOCK WOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Field, St Andrew's Road,**  
**Paddock Wood, Kent, TN12 6HT**  
**Telephone: 01892 837373**  
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**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE held on Monday**  
**11<sup>th</sup> January 2021 via Zoom at 6.30pm**

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PRESENT: Cllr D Boyle in the Chair  
Cllr M Flashman, R. Moon, C. Williams

IN ATTENDANCE: Mrs N Reay, Town Clerk

APOLOGY: Mr K Butler, Estates manager

PER6 **DECLARATIONS OF INTEREST**  
There were no declarations of interest.

PER7 **MINUTES OF THE PREVIOUS MEETING**  
The minutes of the meeting held on 29<sup>th</sup> June 2020 were not available and would be signed at the next meeting.

PER8 **COVID 19 RISK ASSESSMENTS AND GUIDANCE FOR STAFF**  
Members considered the Risk Assessments and Guidance for the Groundstaff.

Cllr Boyle proposed, Cllr Williams seconded:  
*That the Risk Assessment and Guidance should be adopted.*  
CARRIED unanimously

Members considered the Risk Assessment and Guidance for the Office staff.

Cllr Boyle proposed, Cllr Williams seconded:  
*That the Risk Assessment and Guidance should be adopted.*  
CARRIED unanimously

PER9 **DATE OF NEXT MEETING**  
To be agreed

The meeting closed at 6.45 pm.

CHAIRMAN