

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE POLICY, PROTOCOL AND PROCEDURES COMMITTEE
TO BE HELD ON Monday 26th April 2021, via Zoom at 7.30 pm

PRESENT: Cllr M Flashman, in the Chair
Cllr R Atkins, S Hamilton, D Kent, C Williams

IN ATTENDANCE: Mrs N Reay, Clerk
3 residents

PPP 12 **DECLARATIONS OF INTEREST**
There were no declarations of interest.

PPP13 **MINUTES OF THE PREVIOUS MEETING**
The minutes of the meeting held on Monday 25th January 2021 were approved.

PPP14 **EXISTING POLICY REVIEW**
The following policies and documents are required to be reviewed and approved at the Annual Meeting of the Town Council in May.

(a) Standing Orders
Members considered SO 18 which stated that procurement policies should be in force for contracts over £60k. Members discussed whether this figure was too high. Cllr Atkins proposed, Cllr Kent seconded:
That the figure should revert to £25,000.
CARRIED 3 in favour, 2 against.

Financial regulations would need to be amended to reflect the change.

Members also discussed SO23 which states as follows:

Unless the council determines otherwise, a copy of each letter sent to the Borough and County Council shall be sent to the ward councillor(s) representing the area of the Council.

The clerk advised that the office sent copies of formal letters to the ward members but did not copy them into every email exchanged with the borough or county officers, unless they felt it was necessary.

A discussion was had as to whether it was appropriate to do so. The Chairman asked for it to be noted that she felt that Cllr Hamilton was arguing in favour of receiving all emails/correspondence as she was also a borough and county councillor, and she had a conflict of interest on this matter.

It was agreed that further advice should be sought as to what constituted formal correspondence with the borough and county councillors. A report would be made at the next PPP meeting.

(b) Terms of Reference – the following was added to the council ToR 10.
“other than NALC/KALC or Borough Training which can be authorised by the Clerk.”
This was to make it consistent with the Training Policy.

- (c) Financial Regulations – reviewed on 25th January 2021, Reg 11.b was amended to reflect the changes to SO23.
- (d) Complaints Procedure – No amendments
- (e) Freedom of Information – no amendments
- (f) Health and Safety Policy – no amendments
- (g) Risk Management policy – Covid 19 risks were added to the policy.

Policies can be found on the council website.

PPP15 **EMPLOYMENT POLICIES**

The following employment policies and documents are required to be reviewed and approved at the Annual Meeting of the Town Council in May.

- (a) Disciplinary Procedure – to be reviewed at the next meeting
- (b) Equal Opportunities Policy – no amendments
- (c) Grievance Procedure – no amendments
- (d) Bullying and Harassment Policy – no amendments
- (e) Sickness and Absence Policy – no amendments
- (f) Retirement Policy – no amendments

Policies can be found on the council website.

PPP16 **DATE OF NEXT MEETING**

To be confirmed

CHAIRMAN