

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

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**NOTICE OF A MEETING OF THE POLICY, PROTOCOL AND PROCEDURES COMMITTEE TO  
BE HELD ON Monday 26<sup>th</sup> April 2021, via Zoom at 7.30 pm**

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Join Zoom Meeting

<https://zoom.us/j/93214522895?pwd=VVp2anErSVpOSHRJR05PTXEWs1ZCdz09>

Meeting ID: 932 1452 2895

Passcode: 420891

One tap mobile

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**PPP 12      DECLARATIONS OF INTEREST**

**PPP13      MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on Monday 25<sup>th</sup> January 2021.

**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
- (b) Terms of Reference
- (c) Financial Regulations – reviewed on 25<sup>th</sup> January 2021
- (d) Complaints Procedure
- (e) Freedom of Information
- (f) Health and Safety Policy
- (g) Risk Management policy

Copies of all policies are attached for member's review. Policies can also 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
- (b) Equal Opportunities Policy
- (c) Grievance Procedure
- (d) Bullying and Harassment Policy
- (e) Sickness and Absence Policy
- (f) Retirement Policy

Copies of all policies are attached for member's review. Policies can also be found on the council website.

**PPP16      DATE OF NEXT MEETING**

To be confirmed

NICHOLA REAY Clerk to the Council  
20<sup>th</sup> April 2021