

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