

**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](http://www.paddockwood-tc.gov.uk)**

---

---

**NOTICE OF A MEETING OF THE POLICY, PROTOCOL AND PROCEDURES COMMITTEE TO  
BE HELD ON Monday 25<sup>th</sup> October 2021, in the Day Centre, Commercial Road**

---

---

APOLOGIES

PPP 1        **DECLARATIONS OF INTEREST**

PPP 2        **CHAIRMAN AND VICE-CHAIRMAN**

To Elect the Chairman for 2021/2022

To elect the Vice Chairman for 2021/2022

PPP3        **MINUTES OF THE PREVIOUS MEETING**

To APPROVE the minutes of the meeting held on 26<sup>th</sup> April 2021.

PPP4        **POLICY REVIEW**

(Copies of the existing policies may be found on the council website)

- a) Disciplinary Procedure – this review has been held over from April 2021
- b) Lone Worker Policy
- c) Officer Member protocol
- d) Flag Policy
- e) Grants Policy
- f) Adverse Weather Plan

PPP5        **TERMS AND CONDITIONS**

The Estates Committee has requested that the Committee review the Terms and Conditions for hiring out of Council premises.

PPP6        **DATE OF NEXT MEETING**

The next meeting will take place on Monday 24<sup>th</sup> January 2022.

NICHOLA REAY  
CLERK TO THE COUNCIL  
18<sup>th</sup> October 2021