

Agenda item C119

**Paddock Wood Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
856	28/02/2022		Wages Imprest	BACS	fuel	PW Wages Account	S	66.68	13.34	80.02
857	02/03/2022		Current/Business Res	252	Memorial plaque	Anglia sign casting	S	68.10	13.62	81.72
858	02/03/2022		Current/Business Res	253	Water rates Podmore	Business Stream	Z	146.59		146.59
859	02/03/2022		Current/Business Res	254	Water rates Day Centre	Business Stream	S	513.74	102.75	616.49
860	02/03/2022		Current/Business Res	255	Gate repairs	Elm Fencing	S	450.00	90.00	540.00
861	02/03/2022		Current/Business Res	256	Cleaning public toilets & winds	F & C Cleaning	S	48.33	9.67	58.00
862	02/03/2022		Current/Business Res	257	Replace door handle on van	Five Oak Green Service Stati	S	123.53	24.71	148.24
863	02/03/2022		Current/Business Res	258	Tree maintenance	Green Oak	S	80.00	16.00	96.00
864	02/03/2022		Current/Business Res	259	Tree maintenance	Green Oak	S	1,100.00	220.00	1,320.00
865	02/03/2022		Current/Business Res	260	software - accounts	Starboard Systems	S	599.00	119.80	718.80
866	02/03/2022		Current/Business Res	260	software - cemetery	Starboard Systems	S	200.00	40.00	240.00
867	02/03/2022		Current/Business Res	261	street light repairs	Streetlights	S	1,110.75	222.15	1,332.90
868	02/03/2022		Current/Business Res	262	software	Symcar	S	99.10	19.82	118.92
869	02/03/2022		Current/Business Res	263	Professional fees	Troy Planning	S	250.00	50.00	300.00
870	02/03/2022		Current/Business Res	264	Postage stamps	Viking Direct	Z	66.00		66.00
871	02/03/2022		Current/Business Res	264	Labels	Viking Direct	S	32.99	6.60	39.59
872	02/03/2022		Current/Business Res	265	stationery	Viking Direct	S	64.16	12.83	76.99
873	02/03/2022		Current/Business Res	266	Hedge Restoration	WR Daniel	Z	3,048.00		3,048.00
874	02/03/2022		Current/Business Res	267	Grant to guides	5th Paddock Wood Guides	Z	500.00		500.00
875	02/03/2022	21/2/2022	Current/Business Res	268	Grant -for Carnival	Paddock Wood & District Lior	Z	500.00		500.00
876	04/03/2022		Current/Business Res	269	Construction of Community Ce	Baxall	S	380,526.69	76,105.34	456,632.03
877	17/02/2022		Current/Business Res	DD	Broadband	British Telecommunications L	S	254.25	50.85	305.10
878	17/02/2022		Current/Business Res	DD	Phone line	British Telecommunications L	S	79.78	15.96	95.74
879	17/02/2022		Current/Business Res	DD	Phone line	British Telecommunications L	S	113.67	22.73	136.40
880	17/02/2022		Current/Business Res	DD	Phone line	British Telecommunications L	S	99.94	19.99	119.93
881	21/02/2022		Liquidity Account	DD	Electricity St Andrews	Scottish Power	S	218.77	10.94	229.71
882	15/03/2022		Current/Business Res	270	Training - T Bisdie	Kent Association of Local Col	S	50.00	10.00	60.00
883	15/03/2022		Current/Business Res	271	VAT Advice	PSTAX	S	450.00	90.00	540.00
884	15/03/2022		Current/Business Res	272	stationery	Viking Direct	S	107.94	21.59	129.53
885	15/03/2022		Current/Business Res	273	leaflet printing	Typecast colour	Z	446.00		446.00
886	15/03/2022		Current/Business Res	273	Posters	Typecast colour	S	294.00	58.80	352.80
887	15/03/2022		Current/Business Res	274	Day centre fee	TWBC	Z	100.00		100.00
888	15/03/2022		Current/Business Res	275	Hire of Hall for council meeting	St Andrews church	Z	53.76		53.76
889	15/03/2022		Current/Business Res	276	security - FHW	Prestige Guarding	S	168.00	33.60	201.60
890	15/03/2022		Current/Business Res	276	security - Memorial	Prestige Guarding	S	178.50	35.70	214.20
891	15/03/2022		Current/Business Res	276	security -St andrews	Prestige Guarding	S	168.00	33.60	201.60

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
892	15/03/2022		Current/Business Rese	277	Electrical Repairs Podmore	P J Electrical	S	118.00	23.60	141.60
893	15/03/2022		Current/Business Rese	278	Tent pegs	Paddock Wood Garage	S	5.83	1.17	7.00
894	15/03/2022		Current/Business Rese	279	Website Hosting	Netwise	S	300.00	60.00	360.00
895	15/03/2022		Current/Business Rese	279	Domain Name	Netwise	Z	60.00		60.00
896	15/03/2022		Current/Business Rese	280	banners	Knockout Print	S	100.00	20.00	120.00
897	15/03/2022		Current/Business Rese	281	Toilet repairs	JD Plumbing	Z	95.00		95.00
898	15/03/2022		Current/Business Rese	282	Tree work	Green Oak Services	S	1,900.00	380.00	2,280.00
899	15/03/2022		Current/Business Rese	283	Tree work	Green Oak Services	S	440.00	88.00	528.00
900	15/03/2022		Current/Business Rese	284	Mowing costs	Capel Care	S	110.50	22.10	132.60
901	15/03/2022		Current/Business Rese	284	Mowing costs	Capel Care	S	110.50	22.10	132.60
902	15/03/2022		Current/Business Rese	284	Mowing costs	Capel Care	S	110.50	22.10	132.60
903	15/03/2022		Current/Business Rese	284	Mowing costs	Capel Care	S	110.50	22.10	132.60
904	15/03/2022		Current/Business Rese	284	Mowing costs	Capel Care	S	110.50	22.10	132.60
905	02/03/2022		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
906	02/03/2022		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
907	09/03/2022		Current/Business Rese	DD	Annual fee	Information commissioner Of	Z	35.00		35.00
908	16/03/2022		Current/Business Rese	DD	Sage Software	Sage Payroll	S	36.50	7.30	43.80
909	15/03/2022		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	24.67	4.93	29.60
910	18/03/2022		Current/Business Rese	DD	HR Services	Croner	S	180.07	36.01	216.08
911	18/03/2022		Current/Business Rese	DD	HR Services	Croner	S	180.07		180.07
912	21/03/2022		Current/Business Rese	DD	Mower Lease	BNP perbas	Z	398.00		398.00
913	01/01/2022		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	74.51	14.90	89.41
914	15/02/2022		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	79.68	15.94	95.62
915	14/03/2022		Current/Business Rese	DD	Banner for Memorial	Vista print	S	54.51	10.90	65.41
916	14/03/2022		Current/Business Rese	Credit Card	Van rental	Ton Hire	S	325.00	65.00	390.00
917	14/03/2022		Current/Business Rese	Credit Card	Bamboo Canes	AMazon (N Reay)	S	12.49	2.50	14.99
918	14/03/2022		Current/Business Rese	Credit Card	Hire of Hall for Town meeting	LAT Enterprises (PWP/Primary/	E	50.00		50.00
919	14/03/2022		Current/Business Rese	Credit Card	zoom subscription	zoom	S	9.99	2.00	11.99
920	14/03/2022		Current/Business Rese	Credit Card	light bulbs	Amazon (C Reilly)	S	28.28	5.66	33.94
921	14/03/2022		Current/Business Rese	Credit Card	Bank charges	Lloyds Bank	E	3.00		3.00
922	28/03/2022		Current/Business Rese	285	allotment refund	PW Allotment Society	E	8.04		8.04
923	28/03/2022		Current/Business Rese	286	Cleaning public toilets & windc	F & C Cleaning	S	48.33	9.67	58.00
924	28/03/2022		Current/Business Rese	287	Benches	Glasdon UK Ltd	S	527.36	105.47	632.83
925	28/03/2022		Current/Business Rese	288	subscription	Grounds Management Associ	E	158.00		158.00
926	28/03/2022		Current/Business Rese	289	Maintenance For FHW	Lamberhurst Engineering (R	S	91.50	18.30	109.80
927	28/03/2022		Current/Business Rese	290	Maintenance For FHW	Lamberhurst Engineering (R	S	17.50	3.50	21.00
928	28/03/2022		Current/Business Rese	291	Hanging Baskets	KCC	E	30.00		30.00
929	28/03/2022		Current/Business Rese	292	Presentation Donation	Kent Wildlife Trust	E	80.00		80.00
930	28/03/2022		Current/Business Rese	293	Tree work	Kent Gardening & Tree Surgt	S	1,755.00	351.00	2,106.00

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
931 Insurance	28/03/2022		Current/Business Res	294	Insurance Premium	Zurich Municipal	E	9,429.12		9,429.12
932 Memorial Pitches and Pavilions	28/03/2022		Current/Business Res	295	fencing	Elm Fencing	S	2,515.00	503.00	3,018.00
933 Foal Hurst Wood	28/03/2022		Current/Business Res	296	FHW expenses	Alison Notarman	E	30.00		30.00
934 Office Equipment	28/03/2022		Current/Business Res	297	Mobile phone Account Estates	Active digital	S	180.00	36.00	216.00
935 Consultants Fees	28/03/2022		Current/Business Res	299	Consultancy	Trey Planning	S	375.00	75.00	450.00
Total								412,714.72	79,420.74	492,135.46

Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
262	14/02/2022		Current/Business Rese	BACS	Photocopying	Insight Systems	S	984.97	196.99	1,181.96
263	01/03/2022		Current/Business Rese	BACS	Hire of Pitches	Insulators	S	147.60	29.52	177.12
264	01/03/2022		Current/Business Rese	BACS	Hire of Day Centre	Paddock Wood & District Lior	Z	74.88		74.88
265	02/03/2022		Current/Business Rese	BACS	Hire of Day Centre	Church of god ww Associatio	Z	56.16		56.16
266	02/03/2022		Current/Business Rese	BACS	Hire of Day Centre	Jackie Salter/alan Steinle	Z	46.80		46.80
267	07/03/2022		Current/Business Rese	BACS	Hire of Pitches	East Peckham Rugby	S	61.77	12.35	74.12
268	11/03/2022		Current/Business Rese	000256	Hire of Pitches	PWFC	S	158.27	31.65	189.92
269	11/03/2022		Current/Business Rese	000256	Reservation Fee (Earthen plot	Michael Niles	E	556.50		556.50
270	11/03/2022		Current/Business Rese	BACS	refund - training C Reilly	Kent Association of Local Cot	S	35.00	7.00	42.00
271	16/03/2022		Current/Business Rese	BACS	Insurance Claim	Zurich Municipal	E	2,414.00		2,414.00
272	18/03/2022		Current/Business Rese	BACS	Allotment Rents	Horn	E	8.04		8.04
273	18/03/2022		Current/Business Rese	BACS	Hire of Day Centre	Superior Health	E	78.61		78.61
Total								4,622.60	277.51	4,900.11

Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT - 01892 837373 - paddockwoodtc@btconnect.com

Application from Title/organisation

PADDOCK WOOD + DISTRICT LIONS CLUB

Contact details

Name: ALAN GAUZEGER alanganw@btconnect.com

Address: ~~COLEMAN ROAD, PADDOCK WOOD, CRAWBOROUGH~~
FAST SUSSEX ~~TRURO~~

Telephone/e-mail ~~01892 837373~~

Aims of the Group

LIONS CLUBS INTERNATIONAL 'aims to meet the needs of Communities on a local and global scale'. Our Lions Club was established in 1982 and thereafter took over the organisation of the Carnival & Fete, alongside an ever widening range of community support and charitable fund raising activities across our designated district (centred on Paddock Wood)

Number of members 16

Percentage of Paddock Wood residents? 38%

Amount requested: £500

Total cost of project: £4000+

Purpose of the Grant

The grant will go towards cost of the following, all of which relate to the Carnival Procession + Fete to be held on Sunday 10th July 2022:-

Road closure contracts: £912+
Toilets (the disabled): £600
First Aid: £300+
Entertainers: £1200

Skip Hire: £113
P.A. system: £320

May 2017

Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT – 01892 837373 – clerk@paddockwoodtc.co.uk

Application from Title/organisation

11th Tonbridge (S. Andrew's) Scout Group

Contact details

Name: Joanna Hillas-Smith

Address:

[REDACTED]

Paddock Wood

Tonbridge

Kent [REDACTED]

Telephone/e-mail

[REDACTED]

Aims of the Group

We believe that through adventure we challenge individuals so that they learn and experience new things that enrich their lives.

The aim of the Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities.

The Method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law, and guided by adult leadership.

Number of members:

152 youth members and 29 adult leaders

Percentage who are Paddock Wood residents?

95 youth members and 19 adult leaders 63%

Amount requested: £500

Total cost of project: £779 approx.

Purpose of the Grant:

Thanks to our team of volunteers, Paddock Wood Scouting has continued to operate during the pandemic, combining online meetings with socially distanced activities when permitted. Since last Easter we were able to get back to a more 'normal' pattern of meetings but with the limitations needed for social distancing. Since September we have been almost back to meeting as we were before the pandemic but still trying to carefully mitigate spread of Covid where possible. The older sections have been outside a lot more than before the pandemic and have got a lot more grass roots Scouting experience in this time. As a group we have been mindful of the financial pressures on families due to the effects of the pandemic and cut membership charges by a third in 2020 as well as extending our support for those under financial pressures.

During the pandemic we have taken the Five Oak Green Scout Group under our wings which added 30 new young people to the 11th Tonbridge Group and 2 new leaders

The Scouts and Explorers will be attending the Kent International Jamboree at Detling this Summer which was delayed from last year. 22 Scouts will be attending along with 6 leaders, our first proper camp for nearly 3 years.

The grant will be used for the purchase of a 4m x 8m Gala Tent:

We use a gala tent when on our Summer camps to provide shelter during poor weather, a place to cook and eat, and as a place to 'chill out' when some down time is needed. The Cubs have been using our old Gala Tent at one of the Leaders farms during the last 2 years as their outside base and sadly the last storm in February saw most of the sides and roof damaged. After the jamboree the rest of the Group will be able to use this very useful outside shelter for camps, events and meetings.

Have you included a copy of the last year end accounts? YES/NO
If not available please explain why.

The accounts for the last 2 years are currently being prepared for our much delayed AGM and the funds remain much as sent to PWTC when we last sought a grant in 2021.

Are there any restrictions placed on who can use/access the services. YES/NO.

If yes, please supply details of the restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or it agrees to abide by the Town Council's Equal Opportunities Policy.

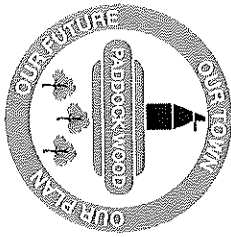
Statement of understanding.

I have read and understood the Paddock Wood Town Council Grants Policy and Procedure and agree that if a grant is awarded the organisation I represent will abide by the conditions therein outlined.

Signed Joanna Hillas-Smith (Group Scout Leader and Scout Leader)

Date 1/4/22

Agenda item C122



PADDOCK WOOD NEIGHBOURHOOD PLAN TELL US WHAT YOU THINK

PLEASE RETURN BY: 25 April 2022

The draft Paddock Wood Neighbourhood Plan has been informed by and responds to comments made during earlier consultation events. We are now seeking your views on the draft Neighbourhood Plan; all of which will be reviewed when preparing the final version.

Before you complete this questionnaire please do take the time to familiarise yourself with the draft Plan. This is available online via the Neighbourhood Planning page of Paddock Wood Town Council, where you can also complete this questionnaire:

<https://paddockwood-tc.gov.uk/neighbourhood-plan/>

Please note that fields marked with a [*] are required.

PART 1: YOUR DETAILS

Name [*]	NICHOLA REAY					
Organisation	PADDOCK WOOD TOWN COUNCIL					
Address [*]	THE PODMORE BUILDING, ST ANDREWS ROAD PADDOCK WOOD TOWN					
Email address [*]	clerk@paddockwoodtc.co.uk					
Post Code [*]	TN15 6RA					

Are you (please tick all that apply) [*]

A resident of Paddock Wood [*]	<input type="checkbox"/> No
An employee in Paddock Wood [*]	<input type="checkbox"/> No
Other (please indicate)	Town Council

How old are you (please only tick one) [*]

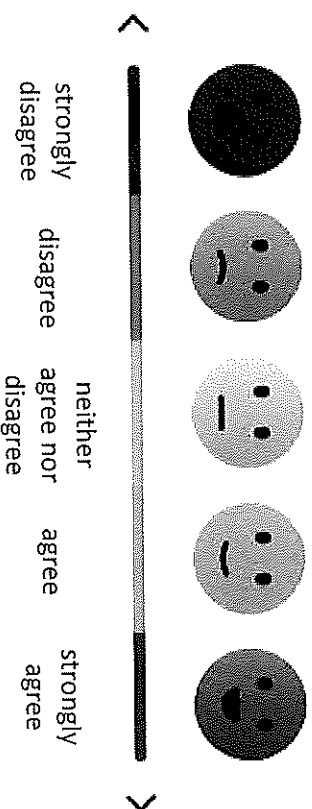
Under 18	18 - 25	26 - 35	36 - 45	46 - 55	56 - 65	Over 65	Would rather not say

PART 2: COMMENTS

The draft Neighbourhood Plan includes a series of proposed policies that will help shape future change and development in Paddock Wood. These are highlighted in green boxes throughout the Plan and prefixed with the words 'POLICY PW'.

The draft Neighbourhood Plan also includes a series of wider projects and ideas for change in Paddock Wood. They are highlighted in blue coloured boxes and prefixed with the words 'PROJECT PW'.

Using the sliding scale below, please tick the boxes in the tables overleaf to tell us how you feel about the policies.



Your comments will be read and considered carefully and may result in modifications to the draft Neighbourhood Plan before it is submitted to Tunbridge Wells Borough Council for independent examination.

The questionnaire can be completed and returned online, at:

<https://paddockwood-tc.gov.uk/neighbourhood-plan/>

This form can also be downloaded from the website and returned by email, to:

Insert email address

Alternatively, the form can be returned by hand or post, to:

Paddock Wood Town Council
The Podmore Building
St. Andrews Field
St. Andrews Road
Paddock Wood
Kent, TN12 6GT

**** Please note that you do not need to respond to every question on this survey****

PROPOSED POLICIES: the Town Centre

Please tick each row to tell us how you feel about the proposed policy:

Policy Ref.	Proposed Policies					
TC1	Town centre design principles					X
TC2	Activities and uses in the town centre					X
TC3	Paddock Wood railway station					X
TC4	Pedestrian and cycle bridges					X
TC5	Town centre car parking					X

Do you have any comments on this section of the Plan? If so, please provide below:

Good overview of what the town council would want to see in the development of the town
 Need to safeguard the town centre for retail purposes
 Would like to see a square outside of the station
 TC2 – the Town Council favours this type of activity than the piecemeal development
 TC3 – concern about pollution and accidents if the space is for dual use
 Circulation space needs to be visually separate and would like Network Rail to modernise the station
 Happy with policy TC4 & TC5

PROPOSED POLICIES: Green Infrastructure

Please tick each row to tell us how you feel about the proposed policy:

Policy Ref.	Proposed Policies					
GI1	Access to countryside					X
GI2	Green fingers					X
GI3	Biodiversity					X
GI4	Flooding and drainage					X
GI5	Local Green Space designations					X
GI6	New green spaces					X
GI7	Allotments					X
GI8	Proposed garden developments					X
GI9	Burial space					X

Do you have any comments on this section of the Plan? If so, please provide below:

Provision should be made for horse riders with increased
 bridleways
 GI5 -designate an area alongside the cemetery
 C17 – want to see the allotments protected. Consider whether the existing ones should be considered an asset of community value
 GI19 – need to consider site for additional burial space however the council is aware that there are issues surrounding the level of the water table in PV
 An appendix on Foalhurst Wood should be added

PROPOSED POLICIES: Heritage and Design

Please tick each row to tell us how you feel about the proposed policy:

Policy Ref.	Proposed Policies					
HD1	Design					X
HD2	Local heritage assets					X
HD3	Low and zero carbon development					X

Do you have any comments on this section of the Plan? If so, please provide below:

HD2 – The Hop Pickers Line – should state “route of the former Paddock Wood to Hawkhurst Line”
There should be an appendix to on the Closed Church Yard including ecological survey, details of war graves etc

PROPOSED POLICIES: Sports and Recreation

Please tick each row to tell us how you feel about the proposed policy:

Policy Ref.	Proposed Policies					
SR1	Putlands					X
SR2	Outdoor sports hub					X

Do you have any comments on this section of the Plan? If so, please provide below:

Should include specific facilities for young people
The Town Council supports the development of sporting facilities inside the Town Boundary.

PROPOSED POLICIES: Access and Movement

Please tick each row to tell us how you feel about the proposed policy:

Policy Ref.	Proposed Policies					
AM1	Active travel					X
AM2	Street hierarchy					X
AM3	Public transport					X
AM4	Parking in new residential developments					X
AM5	E-vehicles and new transport solutions					X

Do you have any comments on this section of the Plan? If so, please provide below:

Need to include additional bridleways
Encourage trim tails
New developments should be properly landscaped and include additional trees

PROPOSED POLICIES: Housing and Infrastructure

Please tick each row to tell us how you feel about the proposed policy:

Policy Ref.	Proposed Policies					
H11	Housing type and mix					X
H12	Long-life, loose-fit housing					X
H13	Self and custom build housing					X
H14	Housing density and heights					X
H15	Local centres within growth areas					X
H16	Social and community facilities					X
H17	Commercial and employment premises					X
H18	Community energy generation					X

Do you have any comments on this section of the Plan? If so, please provide below:

PW13 – believe it should be 8% not 6%
PW 14 – there should be a lower density of housing in areas of high flood risk

Other comments

If you have any comments or suggested modifications please add them here, stating the section of the draft Plan to which they refer:

Section of Plan / Policy Ref.	Comment

PART 3: CONSENT

We need to store your personal information in order to receive your comments. Please confirm whether you agree to the following:

I consent to Paddock Wood Town Council storing my personal data [*]	<input type="checkbox"/> Yes <input type="checkbox"/> No
I consent to my name being published alongside my comments in the Consultation Statement prepared for submission and examination of the Neighbourhood Plan [*]	<input type="checkbox"/> Yes <input type="checkbox"/> No
I consent to be contacted with regard to my response by Paddock Wood Town Council [*]	<input type="checkbox"/> Yes <input type="checkbox"/> No

General Data Protection Regulations (GDPR): protecting your data

A summary of all comments will be made publicly available. Please note that any other personal information provided will be confidential and processed in line with the Data Protection Act 1988 and General Data Protection Regulations. Paddock Wood Town Council will process your details in relation to the preparation of this document only.

As part of the consultation and in line with the new General Data Protection Regulations (GDPR) please confirm that you are happy for Paddock Wood Town Council to pass on your contact details (name, address, email address) to Tunbridge Wells Borough Council so that they can contact you at the Regulation 16 consultation and examination stages if required.

I consent to Paddock Wood Town Council passing my contact details (name, address, email address) to Tunbridge Wells Borough Council so that I can be contacted regarding the Regulation 16 consultation and examination stages [*]	<input type="checkbox"/> Yes <input type="checkbox"/> No
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For further information on the Paddock Wood Town Council Data Protection Policy please visit the website:

<https://paddockwood-tc.gov.uk/wp-content/uploads/2020/06/DataProtect.pdf>

AGENDA ITEM C122 a

PROPOSED DELGATED POWERS FOR GOVERNANCE COMMITTEE (FORMERLY PPP)

It is proposed that the following list of documents plus amendments should be approved by the Full Council. Minor amendments such as references to legislative changes may be approved by the Governance Committee

- Standing Orders*
- Financial Regulations*
- Press and Media Policy*
- Data Protection Act*
- Freedom of Information Act*
- Complaints Procedure*
- Records management Policy
- Grants Policy
- Protocol on member/officer relationship
- Protocol on public attendance at meetings
- Protocol For Borough & County questions
- Protocol on the recording & filming of Council Meetings
- Terms of Reference*

* required to be approved by full council by Standing Orders

The following documents may be updated by the Governance Committee which should advise the Full Council of any changes:

- Flag Policy
- Community engagement Policy
- Email Policy
- Lone Worker Policy
- Personal Use of Computers
- Social Media
- Training and Development
- Website policy

The following documents will be updated by the Council's HR consultants and Ratified by the Personnel Committee, before being referred to Full Council for approval at the Annual Meeting of the Town Council.

- Grievance Procedure
- Sickness and Absence Policy
- Disciplinary Procedure
- Equal Opportunities Procedure
- Bullying and Harassment Policy
- Health and Safety Policy – legally required to be approved by the Council annually

Minor amendments such as references to legislative changes may be approved by the Personnel Committee.

The following documents which are operational documents rather than polices will be written and amended by the Estates Committee

- Terms and conditions on the use of Council Premises
- Cemetery Rules

PROPOSED DELEGATED POWERS FOR THE ESTATES COMMITTEE

All aspects relating to all assets owned by the Town Council.

This includes

- monitoring of the budget, relating to estate land and buildings owned by the Town Council. Spending to be within the approved budget
- To undertake and audit and continuing review and appraisal of the services provided by the Council through Estate Management.
- Through monitoring achieve a rolling programme of sustainable improvement.
- To make recommendation to the council on relevant legislation & guidance.
- To select from its membership a person or persons to represent the Council at relevant site meetings and public enquiries to represent the Council's previously agreed views.
- To draw up and approve operational documents (Terms & Conditions of hire of council facilities and Cemetery Rules) as required

