
**MINUTES OF A MEETING OF PADDOCK WOOD TOWN COUNCILS'
GOVERNANCE COMMITTEE HELD ON MONDAY 23 JANUARY 2023 IN THE AT
7.45 P.M. IN THE DAY CENTRE, COMMERCIAL ROAD, PADDOCK WOOD**

Cllrs Present: H. Atkins (Chairman), R. Atkins, T. Bisdee & D. Kent

Officer Present: K. Bell (Locum Clerk)

Also Present: None

Apologies: S. Hamilton

Cllr. H. Atkins opened the meeting and welcomed all present.

GOV25 APOLOGIES: Received from Cllr. Hamilton (Prior Commitment). It was proposed, seconded and:

RESOLVED: That the apologies be approved **Unanimous**

GOV26 DECLARATIONS OF INTEREST / LOBBYING: There were none.

GOV27 MINUTES OF THE PREVIOUS MEETING: It was proposed, seconded and:

RESOLVED: To approve the minutes from the meeting held on 24 October 2022 and for them to be signed by the Committee Chairman as a correct record of the proceedings. **Unanimous**

GOV28 MATTERS ARISING FROM THE PREVIOUS MEETING NOT INCLUDED ELSEWHERE ON THE AGENDA: There were none.

GOV29 POLICY REVIEW

GOV29.1 Email Usage Policy: Following a discussion, it was proposed, seconded and:

RESOLVED: That minor amendments would be made to the policy which would then be referred to full council for approval. **Unanimous**

GOV29.2 Personal Use of Computers: Following a discussion, it was proposed, seconded and:

RESOLVED: To defer pending guidance from the councils HR consultants. **Unanimous**

These minutes are not verbatim but a summary of discussions and decisions made at the meeting

Chairman:

Date:

- GOV29.3 Procedure for Borough and County Councillors:** Following a discussion, it was proposed, seconded and:
RESOLVED: That minor amendments would be made to the policy which would then be referred to full council for approval.
Unanimous
- GOV29.4 Protocol for Attending Meetings –** Following a discussion, it was proposed, seconded and:
RESOLVED: That minor amendments would be made to the policy which would then be referred to full council for approval.
Unanimous
- GOV29.5 Co-option Policy:** Following a discussion, it was proposed, seconded and:
RESOLVED: That the draft policy as prepared by the Committee Chairman and Locum Clerk be recommended to council for approval.**Unanimous**
- GOV29.6 Complaints Policy:** Following a discussion, it was proposed, seconded and:
RESOLVED: That it be recommended to council that no changes were required.
Unanimous

GOV30 MATTERS FOR FURTHER DISCUSSION: There were none

GOV31 MATTERS FOR CONSIDERATION IN PRIVATE: Members to consider whether to pass a resolution under Section 100(A) (4) of the Local Government Act 1972 to exclude the public from the remainder of the meeting on the grounds that consideration of the items of business is likely to involve the disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A, Access to Information: Exempt Information to the Act (as amended).

GOV31.1 Complaint Received: It was reported that a resident had referred their complaint regarding play equipment to Greg Clarke MP and that it had been responded to by the Locum Clerk and Council Chairman. It was noted that the complaint had been dealt with in accordance with the council's complaints police.

GOV32 DATE AND TIME OF NEXT MEETING: TBC

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Chairman:

Date: