

PADDOCK WOOD TOWN COUNCIL
The Podmore Building, St Andrews Field, St Andrews Road
Paddock Wood, Kent, TN12 6HT
Telephone: 01892 837373

MINUTES OF A MEETING OF THE GOVERNANCE COMMITTEE HELD ON
MONDAY 24TH October 2022 AT THE DAY CENTRE AT 7.45 PM

PRESENT: Cllr H Atkins, in the Chair
 Cllr R Atkins, S. Hamilton, D Kent

IN ATTENDANCE: Mrs N Reay, Clerk to the Council

APOLOGY: Cllr T Bisdee

GOV20 DECLARATIONS OF INTEREST

There were no declarations of interest.

GOV21 MINUTES OF THE PREVIOUS MEETING.

The minutes of the meeting held on the 22nd August 2022 were APPROVED.

GOV22 POLICY REVIEW

Members reviewed the following policies:

- a) Grants Policy the following amendments were agreed:
 Policy – remove the final sentence.
 Successful Applications – add the following sentence
 Successful organizations will be invited to attend the next Annual Town Meeting to update residents and members, if appropriate, on how the money was spent to make the project successful.
 Application form – Add in “percentage of Paddock Residents who benefit from this grant”
 Statement of Understanding – Funds to be spent within 12 months of receipt.
- b) Social Media Policy the following amendments were agreed:
 P4 PWTC Use of social media
 – Paddock Wood Town Council actively uses Facebook and Twitter and will only post on its own Social Media pages.
 Inappropriate or offensive messages
 Include a statement that the town council will block any users who are offensive or use inappropriate messages. They will also be reported to the social media platform.
- c) Website Policy
 Amend the line stating that Photographs of public events may be included on the website.

Signed Committee Chairman:

Date:

These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting

- d) Bullying and Harassment Policy – members agreed to recommend to the Council that this policy is no longer required. Employees are covered by the policies in the new staff handbook. Any complaints about Councillors behaviour should be referred directly to the Monitoring Officer at Tunbridge Wells Borough Council.

GOV23 RISK MANAGEMENT

This item will be deferred until the next meeting

GOV24 DATE OF NEXT MEETING-

To take place on Monday 23rd January 2023.

Meeting closed at 9.20 pm

DRAFT

Signed Committee Chairman:

Date:

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