

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

**NOTICE OF A MEETING OF THE GOVERNANCE COMMITTEE TO BE HELD ON Monday 24th
April 2023, in the Day Centre, Commercial Road at 7.00 pm.**

APOLOGIES

GOV 36 DECLARATIONS OF INTEREST

GOV37 MINUTES OF THE PREVIOUS MEETING

To APPROVE the minutes of the meeting held on:
Monday 21st January 2023
Tuesday 11th April 2023

GOV38 EXISTING POLICY REVIEW

The following policies and documents are required to be reviewed and approved at the Annual Meeting of the Town Council in May.

- (a) Standing Orders
- (b) Terms of Reference
- (c) Financial Regulations
- (d) Complaints Procedure
- (e) Freedom of Information
- (f) Health and Safety Policy
- (g) Risk Management policy
- (h) Data Protection Policy – note the Town Council retains the services of GDPR INFO Ltd as its data protection officer. They provide all the data protection paperwork.
- (i) Press and Media Policy

Copies of all policies are attached for member's review. Policies can also be found on the council website.

GOV39 EMPLOYMENT POLICIES

The following employment policies and documents are required to be reviewed and approved at the Annual Meeting of the Town Council in May. These policies are included in the new Staff Handbook which has been drawn up by Croner the Council's HR consultant and should not be changed without seeking Croner's advice.

- (a) Disciplinary Procedure
- (b) Equal Opportunities Policy
- (c) Grievance Procedure
- (d) Bullying and Harassment Policy
- (e) Sickness and Absence Policy
- (f) Retirement Policy

PPP40 DATE OF NEXT MEETING

To be confirmed

NICHOLA REAY
Clerk to the Council
18th April 2023