

**PADDOCKWOOD 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)**

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**NOTICE OF THE ANNUAL MEETING OF PADDOCK WOOD TOWN COUNCIL TO  
BE HELD ON Monday 15 May 2023 at 7.45 pm in The Day Centre, Commercial  
Road, Paddock Wood**

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Residents do not need to attend a meeting to ask a question of the Council.  
Questions can be sent at any time to the Council offices using the details above.

**QUESTIONS FROM RESIDENTS (15 minutes)**

If you wish to speak to the Council about any item on the agenda, please see the updated Protocol for the Public attending Town Council and Committee meetings, which can be found on the website or can be obtained from the Town Council offices.

**BOROUGH & COUNTY COUNCILLORS UPDATE (10 minutes)**

Town Councillors should submit questions a week in advance, if possible, to the Borough/County Councillor concerned (copied to the Town Clerk).

**C1 DECLARATIONS OF INTEREST**

**C2 ELECTION OF CHAIRMAN FOR THE YEAR 2023 – 2024.**

**C3 ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2023 – 2024.**

**C4 MINUTES OF THE PREVIOUS MEETING.**

- (a) To APPROVE the minutes of the meeting held on Monday 17<sup>th</sup> April 2023.
- (b) To Note the minutes of the Governance Committee meeting held on 24<sup>th</sup> April 2023.
- (c) To NOTE the minutes of the Planning Environment Committee meeting held on the 17<sup>th</sup> April 2023 & 2<sup>nd</sup> May 2023.
- (d) To NOTE the minutes of the Annual Town Meeting held on Wednesday 5<sup>th</sup> April 2023.

**C5 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) A letter was sent to the resident advising the reasons for the closed session at the end of the meeting.
- b) C143 (b) The car park at Memorial Playing Field had been re-opened and was being closed at dusk, along with the pedestrian gates.
- (c) C146 – the Coronation mugs had been presented to Paddock Wood Primary Academy by Cllr Meryl Flashman. The bench was on order and should be delivered mid-May.

**C6 MEMBERSHIP OF COMMITTEES AND OUTSIDE ORGANISATIONS**

To APPROVE the committee membership for 2023/24 (List to follow)

## **C7 COUNCIL POLICIES**

The council's Governance Committee reviewed the following documents and have put them forward for APPROVAL by the Council:

- (a) Standing Orders
- (b) Terms of Reference
- (c) Financial Regulations
- (e) Health and Safety Policy – note the Town Council retains the services of Croner Ltd who provide compliant H & S Policies
- (f) Data Protection Policy – Note: The Town Council retains the services of GDPR Ltd, who supply compliant policies
- (g) Complaints procedure
- (h) Freedom of Information Document retention policy and publication scheme.
- (i) Press & Media Policy
- (j) Risk Management Policy

## **C8 EMPLOYMENT POLICIES**

The Staff Handbook which contains all employment policies is put forward for APPROVAL by the Council.

Note: The Town Council retains the services of Croner who provide compliant policies.

## **C9 MEETING DATES 2023/2024**

To APPROVE the attached meeting dates for the year 2023/24

## **C10 FINANCE**

If any member has any queries regarding the payments, please contact the RFO. (Note: the RFO works Tuesday/Wednesday 9am – 3 pm & Thursday 9 am – 12 pm)

- (a) To NOTE the receipts list.310 – 314 & 1 – 82.
- (b) To approve the payments list. 1134 – 1145 & - 48
- (c) Audit – the internal auditor will attend the office on Thursday 8th June. Mazers who have replaced PKF Littlejohn as the external auditor have advised that the Annual Return should be received by the 30th June 2023. The Accounts and Annual Return will be presented to the Council at the meeting on the 19<sup>th</sup> June 2023.
- d) To confirm signatories to the bank account. Currently the following Councillors are signatories to the bank account:  
Cllrs H Atkins, A. Mackie, R. Moon, C. Williams

A further two members are asked to be signatories to the account. Good practice suggests that Councillors authorising the payments should vary throughout the year. It is therefore suggested that a monthly “rota” should be drawn up with 2 councillors identified each month to authorise payments. Most banking is done online. The RFO sets up the payments and then notifies councillors that payments are ready for authorisation.

Recommendation: The 4 councillors listed above should remain as signatories with a further two names being put forward.

- e) The RFO has reviewed all telephone contracts and has reduced payments for the mobile phones and landlines.

**C11 WESLEY CENTRE**  
See attached report.

**C12 PARISH COUNCIL COMMUNITY COST OF LIVING SUPPORT GRANT CRITERIA**

To consider the attached information from KCC and whether to make an application. The Town Council can make an application and donate the funds to another organisation.

**C13 CIVILITY & RESPECT PROJECT**  
See the attached report.

**C14 COMMUNITY CENTRE UPDATE**

- a) The minutes of the last board meeting have been issued and will be published on the website.
- b) To receive and update on the current position.

For information purposes only

**C15 NEIGHBOURHOOD PLAN UPDATE**

TWBC have advised that they will be working towards meeting the following timetable for progressing the Paddock Wood NP to referendum:

- Planning & Transportation Cabinet Advisory Board Monday 10<sup>th</sup> July
- Cabinet Thursday 27<sup>th</sup> July
- **Referendum 14<sup>th</sup> September**
- Post Referendum Full Council 4<sup>th</sup> October

**C16 CO-OPTION**

Following the elections there are still 2 vacancies on the West Ward. These spaces will be filled by co-option as per the Town Council's Co-option which can be found on the website.

**C17 COUNCILLOR TRAINING**

Kent Association of Local Councils run a training courses for both Councillors and Clerks. Details of all the available courses can be found at <https://www.kentalc.gov.uk> and are bookable via the Clerk. All members should attend the Dynamic Councillor Course as soon as possible. The courses are 3 hours long and are available as follows:

Date	Venue	Time
Thursday 1 <sup>st</sup> June	Online	6.30 – 9.30
Tuesday 6 <sup>th</sup> June	Faversham	6.30 – 9.30
Thursday 15 <sup>th</sup> June	Online	6.30 – 9.30
Tuesday 20 <sup>th</sup> June	New Romney	6.30 – 9.30
Thursday 29 <sup>th</sup> June	Online	6.30 – 9.30

**C18 REPORTS FROM REPRESENTATIVES**

To receive updates from representatives

- (a) Chairman's meeting there has been no meeting
- (b) Paddock Wood Business Association – Tuesday 2<sup>nd</sup> May
- (c) Bereko Committee
- (d) KALC – no meeting
- (e) Medway Valley Line
- (f) Hop Pickers Line
- (g) Youth Council
- (h) Putlands Leisure Centre
- (i) Royal British Legion
- (j) Highway Improvement Plan
- (k) Reports from meetings which members have attended on behalf of the Town Council

**C19 OFFICE STAFFING**

The Deputy Clerk will be retiring as of the 5<sup>th</sup> June 2023. The Personnel Committee will be asked to meet to consider arrangements for a replacement.

**C20 DATE OF NEXT MEETING**

The next meeting will be held on Monday 19<sup>th</sup> June 2023, at 7.45 pm in The Day Centre, Commercial Road

NICHOLA REAY  
Clerk to the Council  
9<sup>th</sup> May 2023

Clerks Leave: Members are asked to note that the Clerk will be on leave on Thursday 18<sup>th</sup> & Friday 19<sup>th</sup> May. The Office will be closed on Friday 19<sup>th</sup> May 2023.