

**PADDOCK WOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Field, St Andrews Road**  
**Paddock Wood, Kent, TN12 6HT**  
**Telephone: 01892 837373 Email: paddockwoodtc@btconnect.com**  
**www.paddockwood-tc.gov.uk**

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**NOTICE OF A MEETING OF THE GOVERNANCE COMMITTEE TO BE HELD ON**  
**Monday 22<sup>nd</sup> January 2024 at the Day Centre, Commercial following on from**  
**the Full Council meeting which will be held at 7.30 pm**

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COMMITTEE MEMBERS: Cllrs R Atkins, D. Dray, S. Hamilton, T. Mobbs,  
C. Williams

GOV 9        **DECLARATIONS OF INTEREST**

GOV10       **MINUTES OF THE PREVIOUS MEETING**  
To APPROVE the minutes of the meeting held on 29<sup>th</sup> August 2023

GOV11       **POLICY REVIEW**  
To review the following documents:  
a)        Protocol on the recording & filming of meetings  
b)        Public Attendance at meetings  
c)        Cemetery Policies for review/adoption  
d)        Social Media Policy  
e)        Risk Management

GOV12       **NEW POLICY**  
a)        Conflict of Interest policy  
  
(New policies need to be referred to Full Council for ratification)

GOV13       **DATE OF NEXT MEETING**  
The next meeting will take place on Monday 22<sup>nd</sup> April 2024

NICHOLA REAY  
Clerk to the Council  
16<sup>th</sup> January 2024