

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE GOVERNANCE COMMITTEE TO BE HELD
ON Monday 22nd January 2024 at the Day Centre, Commercial AT 8.15 PM.

PRESENT: Cllr T. Mobbs,
 Cllrs R Atkins, S. Hamilton C. Williams

IN ATTENDANCE: Mrs N Reay, Town Clerk
 Ms E Small, Deputy Clerk, Mr C Smith, Estates Manager

GOV 9 DECLARATIONS OF INTEREST

There were no declarations of interest.

GOV10 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 29th August 2023 were APPROVED.

GOV11 POLICY REVIEW

The following documents were reviewed:

- a) Protocol on the recording & filming of meetings
 At its meeting on the 15th January the town council voted against publishing recordings of the its meetings on the internet. However, meeting are still recorded by the Clerk for the purposes of taking the minutes. These recordings are deleted as soon as the minutes are approved. Attendees at the meeting are also entitled to record the meetings.
 Following a discussion Cllr Hamilton proposed, Cllr Williams seconded:
That a statement should be included on the agenda acknowledging that the meeting was being recorded for the purposes of the minutes and asking if anyone else was recording the meeting.
 CARRIED 3 in favour, 1 abstention
- b) Public Attendance at meetings
 Members reviewed the document and the following amendments were discussed:
- i) 10. Delete up to "agendas". New sentence starts with "Questions should be submitted"
 - ii) Delete para 11.
 - iii) 12 (now 11) delete last sentence, add "The council may respond at the meeting or send a written response".
 - iv) 14 – delete

Signed Committee Chairman:

Date:

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- v) 15 (now 13)– amend second sentence to “the number of people invited to speak will be limited to a maximum of three.
- vi) 16 (now 14) – second sentence to say “this may be varied at the discretion of the chairman where necessary.”
- vii) Non members of a committee – amend to say at the discretion of the Chairman.

Cllr Williams proposed, Cllr Hamilton seconded:

That all amendments as discussed should be adopted.

CARRIED unanimously.

- c) Cemetery Policies for review/adoption
The Cemetery Clerk and Estates Manager presented the policies to members.
Cllr Williams proposed, Cllr Atkins seconded:
That the amendments as highlighted in the documents and the Memorial Safety Policy should be adopted.
CARRIE unanimously.
- d) Social Media Policy – following a discussion it was agreed that a new social media policy was needed rather than adapting the original one.

Due the time it was agreed that the remaining documents would be deferred until a later meeting.

- e) Risk Management

GOV12

NEW POLICY

Outside business activities 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 26th February 2024 at 7pm.

The social media Policy, Risk Management and the Outside Business Activities Policy would be discussed at that meeting.

The meeting closed at 10 pm.

Signed Committee Chairman:

Date:

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