

**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 19<sup>th</sup> May 2025 at 7.45 pm in The Day Centre, Commercial  
Road, Paddock Wood**

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COUNCIL MEMBERS: Cllrs R. Atkins, K. Braakensiek, S. Hamilton,  
D. Kent, (TWBC) A. Mackie, R. Moon,  
M. Munday, (TWBC & KCC) L. Norcott, B. Robichaud,  
D. Sargison, J. Thompson, C. Williams.

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).

**APOLOGIES**

Members are advised that as of 6<sup>th</sup> May 2025 David Dray resigned as a town councillor.

**C1 DECLARATIONS OF INTEREST**

Cllr Williams is a Director of the PWCCO Ltd.

**C2 ELECTION OF CHAIRMAN FOR THE YEAR 2025 – 2026.**

The following nomination has been received:

Cllr C Williams –

Proposer Cllr Robichaud, Seconder – Cllr Braakensiek

To receive any further nominations before the vote.

**C3 ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2025 – 2026.**

To receive nominations for Vice Chairman of the Council

**C4 MINUTES OF THE PREVIOUS MEETING.**

- a) To APPROVE the minutes of the meeting held on the 22nd April 2025.
- b) To NOTE the minutes of the meeting of the Planning & Environment Committee held on the 22nd<sup>th</sup> April and the 6<sup>th</sup> May 2025.

- c) To NOTE the minutes of the Estates Committee meeting held on the 14<sup>th</sup> April & the 12<sup>th</sup> May 2025.
- d) To NOTE the minutes of the Personnel Committee held on the 14<sup>th</sup> April 2025.

#### **C5 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) Item 138 – UKSPF – application dates for the new fund have not yet been announced but details of the new priorities can be found on the TWBC Website <https://tunbridgewells.gov.uk/business-portal/shared-prosperity-fund>  
The maximum grant available is £3250.
- b) Item C142 – PW Lights UP – a meeting has been arranged for the 13<sup>th</sup> May 2025. A verbal update will be given at the meeting.

#### **C6 COUNCIL POLICIES**

To APPROVE the following documents

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

#### **C7 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.

#### **C8 OTHER DOCUMENTS**

Members reviewed & noted the following documents.

- a) Subscriptions & Licences
- b) Agreements with TWBC & other not for profit bodies and businesses.
- c) Inventory and assets list – to be referred to the June meeting along with the annual accounts and audit papers.

#### **C9 MEMBERSHIP OF COMMITTEES AND OUTSIDE ORGANISATIONS**

To APPROVE the attached list.

#### **C10 MEETING DATES 2025/2026**

Members are asked to review the current timings of meetings and whether an earlier start should be considered.

To APPROVE the meeting dates and times for 2025/26.

**C11 FINANCE**

- a) To NOTE the receipts list nos: 1 – 78
- b) To APPROVE the payments list nos: 1 - 63
- c) The council's internal auditor will be attending the office on 22<sup>nd</sup> May 2025. The Annual Return and Governance Document will be submitted to the Council at the June meeting.
- d) The first half of the precept for 205/26 of £451,745 has been received.
- (e) Grant application:  
To consider the attached grant application:  
West Kent Mind - £500

**C12 PUTLANDS SPORTS AND LEISURE CENTRE**

To consider the attached letter from TWBC for improvements to the Putlands Sports and Leisure Centre.

**C13 PADDOCK WOOD COMMUNITY CENTRE**

- a) Minutes of the previous liaison meeting have been shared with members only.
- b) FM contract – to agree to the continued appointment of the FM consultant for the Community Centre.

**C14 YOUTH HUB**

To consider the following from Cllr Williams:

Cllrs Braakenseik & Williams have visited St Andrews Hall to determine whether this would be a suitable venue for the youth hub, as the Community Centre cannot accommodate every Friday during term times due to pre-existing bookings.

St Andrew's Hall would be a good venue, as there is an enclosed outside space for use when the weather allows, the indoor space provides good observation of all young people, and has all required facilities (toilets, kitchen & quiet room/office).

Members are asked to agree in principle to pursue this as an option, with a more detailed proposal to be submitted in June 2025.

**C15 REPORTS FROM REPRESENTATIVES**

To receive updates from representatives

- (a) Chairman's meeting
- (b) Paddock Wood Business Association
- (c) Bereko Committee
- (d) KALC
- (e) Medway Valley Line
- (f) Hop Pickers Line
- (g) Youth Hub
- (h) Putlands Leisure Centre – meeting was held on the 6<sup>th</sup> May 2025
- (j) Highway Improvement Plan
- (k) IAG

**C16 DATE OF NEXT MEETING**

The next meeting will be held on Monday 16<sup>th</sup> June 2025, at 7.45 pm in The Day Centre, Commercial Road

NICHOLA REAY  
Clerk to the Council  
13<sup>th</sup> May 2025