



BRECHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

19th October 2023

I hereby give you notice that a meeting of the Policy and Management Committee of Brenchley and Matfield Parish Council will be held at 11.30am on Tuesday 24th October 2023 at Matfield Pavilion

Chantal Brooks
Clerk to the Parish Council

AGENDA

- 1. To accept apologies for absence**
- 2. Review of the Minutes of the last meeting**
- 3. To record declarations of interest in any item on the Agenda**
- 4. Review of Terms of Reference**
- 5. Strategy and Forward Plan**
- 6. Policies for biennial review**
 - 1. Consideration of frequencies of review**
 - 2. Publication Scheme**
 - 3. Data Protection and Document Retention Policy**
 - 4. Grants Policy**
 - 5. Complaints Procedure**
 - 6. Social Media Policy**
 - 7. Environment, Sustainability and Climate Emergency Policy**
 - 8. Memorials, Plaques, Benches and Trees Policy**
- 7. Other policy reviews suggested**
 - 1. Code of Conduct**
 - 2. Standing Orders**
- 8. New Policies**
- 9. Risk Management**
 - 1. Finance and Governance Risk Assessment review**
 - 2. Assets and Buildings Risk Assessment review**
- 10. Council Management**
- 11. Date of next meeting: Spring 2024**