

**Swanley Town Council**  
Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU  
Tel: 01322 665855  
[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

**PERSONNEL**

**MINUTES**

**Wednesday 19<sup>th</sup> September 2018**

**Present:** Chairman Cllr Dyball, Cllr C Barnes, Cllr T Searles, Cllr Willingale

**Also Present:** Cllr Ball, Cllr J Barnes, Cllr P Darrington, Cllr Horwood, Cllr Morris

**Officers:** CEO Steve Nash,  
Democratic Services Officer Barb Playfoot

**Public Participation**

None

**APOLOGIES FOR ABSENCE**

Cllr L Gaire, Cllr S Gaire, Cllr E Komolafe, Cllr N Scott

**DECLARATIONS OF INTEREST**

None received

**10539 MINUTES OF THE PREVIOUS MEETING**

To approve as correct the Minutes of the Meeting held on Wednesday 21<sup>st</sup> June 2018

**APPROVED**

**10540 SOCIAL MEDIA POLICY**

To approve a new Social Media Policy provided by HR advisers (Report A)

**RESOLVED – Social Media Policy is approved**

**10541 SMOKING POLICY**

To approve a new Smoking Policy provided by HR advisers (Report B)

**RESOLVED – Smoking Policy is approved**

**10542 FAMILY FRIENDLY POLICY**

To approve a new Family Friendly Policy provided by HR advisers (Report C)

**RESOLVED – Family Friendly Policy is approved**

**10543 DATA PROTECTION POLICY**

To approve a new Data Protection Policy provided by HR advisers (Report D)

**RESOLVED – Data Protection Policy is approved**

**EXCLUSION OF PRESS AND PUBLIC**

It is recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

#### **10544 RESTRUCTURING NEW RESPONSIBILITIES**

To consider recommendations in the report outlining changes to the structure of the town council and changes in responsibilities of staff (Confidential Report E)

**RECOMMENDATION: That this be taken to Full Council to be held on the 3<sup>rd</sup> October 2018 for a decision**

**DATE OF NEXT MEETING: 20<sup>th</sup> February 2018**

**MEETING CLOSED AT 21.15**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

Council Members:

(Chair) Cllr Dyball, (Vice Chair) Cllr Scott, Cllr C Barnes, Cllr Willingale, Cllr Komolafe, Cllr L Gaire, Cllr S Gaire, Cllr T Searles

DRAFT