

AGENDA and MINUTES

POLICY

|  |  |
| --- | --- |
| AGREED: |  |
| REVIEW by: | Dec 2025 |

**AGENDAS**

All agendas of the Parish Council shall be clear, succinct and will enable the reader to appreciate what will be discussed at the Parish Council meeting and when and where that meeting will take place.

All agendas will include an item for public participation except for Personnel, Grievance, Disciplinary and Appeals Committees.

The agenda will not include ‘Any Other Business’ as this can lead to illegal decisions. If Councillors wish to share information with colleagues on a matter that is not on the agenda, they should ask the Chair before the meeting if they can bring this information to the attention of the Councillors after the meeting has closed but understand that no decisions can be taken on the matter.

The agenda will aim to be published at least 5 working days before the meeting is held but may be as short notice as three working days. Agendas are issued via post and are posted on external noticeboards and the Town Council’s website.

Agendas are signed off by the Proper Officer or where an extraordinary meeting is concerned, the Chair of the Council/Committee.

The clerk will arrange a time to meet with the Chair of the Council/Committee ahead of the meeting to discuss the items on the agenda in preparation for the meeting.

Exempt reports with agendas will not be published and only made available to the relevant Parish Councillors and where relevant, external parties.

Agendas relating to meetings of the Grievance, Disciplinary and Appeals Committees will be removed after the date of the meeting and will be available to view in line with the Parish Council’s publication scheme.

**MINUTES**

The Purpose of the minutes is to record who attends and the legal decisions taken at a Town Council meeting, the resolutions of council.

For each item the details of any discussion or debate will not be recorded; detailed information will be recorded in the reports, but not in the minutes. The minutes will briefly record that the debate took place about a, b and c. Members of public will not be named.

The resolution will then record the decision of the Parish Council on the matter with a proposer and seconder identified. There is no need to record proposers and seconders or who voted in favour or against, unless a recorded vote is requested. If the meeting has executive power to make the decision this will be recorded as “It was resolved to..” if it does not have executive powers it will be recorded as “It was recommended…”. This recommendation will then be considered by Full Council when considering the minutes.

Public participation will simply record that a “resident” asked a question about a, b and c and was advised x, y and z in an abbreviated format. Statements will not be recorded. Any references to individuals, political parties or organisations will not be recorded by name.

Draft minutes are created by the clerk and are posted on the Parish Council’s website at the earliest opportunity.

The draft minutes are then discussed at the next relevant meeting and amended if required and then signed as a true and accurate record of the meeting.