



## **Agenda and Minute Policy**

### **1 Agenda**

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

All agenda will include Public Participation except for Establishment Committee.

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 Chairman 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 one week before the meeting is held, but not less than three working days.

### **2 Minutes**

The Purpose of the Minutes is to record who attends and the legal decisions taken at a Council meeting.

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. Individuals will not be named.

The resolution will then record the decision of the Council on the matter; there is no need to record proposers and seconders or who voted in favour or against unless a recorded vote is requested.

Public Participation will record the name of the individual and the question asked or statement made in an abbreviated format. Statements will not be recorded.