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**Agendas and Minutes Policy**

**1 Agendas**

All agendas of the Town Council shall be clear, succinct and will enable the reader to appreciate what will be discussed at the Town 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 one week before the meeting is held but may be as short notice as three working days. Agendas are issued electronically via email to those that have opted in for such communications and are posted on 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 meeting clerk/relevant Officers 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Exempt reports with agendas will not be published and only made available to the relevant Town Councillors, Officers and, where relevant, external parties.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 Town Council’s publication scheme.

**2 Minutes**

The Purpose of the minutes is to record who attends and the legal decisions taken at a Town 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. Members of public will not be named. Neither will Town Councillors or Officers save for where a written resolution requires this distinction. Officers will be referred to by job title, rather than individual name.

The resolution will then record the decision of the Town 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. 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 an Officer before being circulated to the meeting clerk and Chair for approval to publish.

Draft minutes of meetings are issued electronically via email to those that have opted in for such communications and are posted on the Town Council’s website. Once approved, the draft minutes will be replaced on the website with the signed approved minutes.

Minutes relating to meetings of the Grievance, Disciplinary and Appeals Committees will not be issued via email or posted on the Town Council’s website but will be available to view in line with the Town Council’s publication scheme.