

## **SANDY TOWN COUNCIL**

### **Minutes Policy**

- 1 This policy sets out practical procedures and lawful practice for dealing with minutes of Sandy Town Council meetings and the meetings of its committees and sub-committees. It does not apply to notes taken at working groups or other meetings.
- 2 Minutes will follow a standard format as laid out in Sandy Town Council's minute protocol.
- 3 Minutes will be composed by the appointed minute taker at a meeting on the basis of contemporaneous notes. The minute taker may be the clerk, another officer or a designated member of council who is nominated to act as minute taker in the absence of an officer. In the absence of officers the minute taker may be the chairman.
- 4 All notes taken by the minute taker at a council, committee or sub-committee meeting will be subject to inspection under the Freedom of Information Act (as are all notes taken by all members and officers during meetings).
- 5 Draft minutes may be shown to the chairman of the meeting by the minute taker before circulating the draft minutes to other members of the meeting.
- 6 Draft minutes will be circulated to all members of the body which held the meeting (whether they were absent or present at the meeting) at the earliest opportunity.
- 7 If the draft minutes are not available until the day of the next meeting of the body, the minutes of the meeting may not be taken as read but will be read out to the meeting prior to approval.
- 8 Draft minutes will be published on the Council's website as soon as practicable.
- 9 The draft minutes will be considered and any suggested amendments to them will be proposed and voted upon in accordance with current standing orders.
- 10 Draft minutes may only be approved by resolution of the body (council, committee or sub-committee) which held the original meeting of which the minutes form a record.

- 11 Decisions contained within draft minutes may be implemented before the minutes are approved.
- 12 Recommendations contained within draft minutes may be referred to the relevant body for approval before the minutes are approved.
- 13 Once formally approved minutes will be published within 5 working days and will be posted on the Council's website.
- 14 Approved minutes of a sub-committee will be reported to the parent committee at the next available committee meeting for noting.
- 15 Approved minutes of a committee will be reported to the next available meeting of Town Council for noting.