BRADENHAM PARISH COUNCIL

MEETING AGENDA & MINUTES PROCEDURE

This Meeting Agenda & Minutes Procedure was approved at the Bradenham Parish Council Meeting of 7th February 2023 and appended to the minutes of that meeting.

This procedure is intended to clarify how Bradenham Parish Council drafts, approves and publishes its agendas and minutes of meetings.

1. The Clerk should e-mail a draft Agenda to the Chairman and Vice-Chairman at least three weeks prior to a Parish Council meeting. The agenda should include the following –
   i. Apologies for absence
   ii. Minutes of the last meeting (for approval)
   iii. Declarations of Interest
   iv. Public session
   v. Matters arising (from the previous meeting)
   vi. Correspondence & items for discussion
   vii. Planning
   viii. Finance
   ix. Any other business
   x. Date of next meeting

2. The Chairman and Vice-Chairman should respond within seven days.

3. The Clerk should e-mail the approved Agenda to all Councillors, our District Councillor and County Councillor two weeks before the meeting if possible, but in any case at least three working days prior to the meeting (as per the Standing Orders).

4. The Clerk should publish the Agenda on the Parish website and Parish notice board at least three working days prior to the meeting.

5. Draft Minutes of the Parish Council meeting should be circulated by the Clerk to all Parish Councillors, our District Councillor (if he/she attended) and County Councillor (if he/she attended) within two weeks of the meeting if possible, asking for amendments or comments within one week.

6. The final draft Minutes, including any amendments, should then be circulated to all Councillors, our District Councillor and our County Councillor.

7. The draft Minutes should be published on the Parish website within one month of the meeting date.

8. The draft Minutes should be approved by the next Parish Council meeting and signed by the Chairman of that meeting.

If Councillors have comments or amendments to make on draft Minutes, please use the “reply to all” e-mail reply.