



Agenda and Minute Policy

Policy & Finance Approved: July 2024
Due for Review: July 2027

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.

The agenda will not include any other business.

The Agenda will normally be published one week before the meeting is held, but not less than three working days (which excludes the day of the meeting).

2 Minutes

The Minutes will record who attends and the legal decisions taken at a Council meeting.

Also refer to: Agenda and Minute Procedures
Media Procedures