



Kippax Parish Council's Administration of Agendas and Minutes Policy

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Signed by Chair, Councillor Martin Eyre

1.0 Introduction

This policy is designed to set out the administrative process for agendas and minutes for Kippax Parish Council. This policy will explain how items are added to the agenda and the relevant time frames that apply to both members of the public and councillors and the process and timelines for publishing minutes.

2.0 Summons and Public Notices

2.1 Summons

In order to lawfully convene a meeting, all ordinary meetings of the council must be convened by the clerk (as Proper Officer) and extra ordinary meetings convened by the Council Chairman.

A summons, with the agenda specifying all the business to be transacted at that meeting, must be issued three clear days before a meeting. Three clear days does not include the date the summons is issued or the date of the meeting. It also does not include Sundays or Bank Holidays. It is best practice not to include Saturdays and where possible the council will strive to adhere to best practice.

The Summons for the meeting will be sent via email to all councillors by the Clerk. For Committee Meetings, the summons will be sent via email to the appointed members of the committee.

2.2 Public Notices

The council is also required to issue a public notice of all meetings, detailing the time, place and venue or joining details, at least three clear days before a meeting. The Clerk will publish these notices in the council notice board (outside the Co-Op) and on the council website.

3.0 Agendas

3.1 Adding items to the agenda

To request an item for the agenda, councillors or members of the public should notify the Clerk and where possible the Chairperson of the council or relevant committee, in writing (via email or letter). Requests should be made at least seven days before the meeting is scheduled to take place.

If a committee has delegated powers to consider the item, it will first be added to the agenda of the relevant committee for consideration before a recommendation is made to full council. Where no committee has delegated powers, the item will be added to the full council agenda. The council may resolve to delegate the item to a committee for further consideration and information gathering where appropriate.

For members of the public, the Clerk will inform those requesting items when the item will be considered by council or the relevant committee.

3.2 Clarity of Action

It should be made clear what the council is expected to do for each agenda item; for example, whether an action is to be considered or whether councillors will just be receiving information or an update. The Clerk will assist those requesting an agenda item to ensure the correct wording is used.

3.3 Briefing Papers

Councillors should not be expected to make a decision on any item without having an appropriate amount of information and time to read the information prior to the meeting. For any items which require background information, the councillor or member of public presenting the item should work with the Clerk to produce a briefing note using the briefing note template. The briefing notes should be issued with the summons and agenda.

3.4 Issuing Agendas

The Clerk should circulate a draft agenda to the Chairperson and Vice-Chair of the council and relevant committee at least five clear days before the meeting to allow for any amendments or additions to be suggested. This also applies for the Accounts for Payment document for the Finance and Corporate Governance committee. Responses must be returned to the Clerk within 24 hours to allow time for the agenda to be amended and issued.

The agenda for the meeting should be attached to the summons when issued to councillors. The agenda will not be published on the notice board but will be published on the council's

website. Members of the public can contact the Clerk and request for an agenda to be sent to them via email or post.

4.0 Public Participation

Although members of the public have the right to attend meetings of the council and its committees and to observe the proceedings, there is no right to speak at meetings. It is considered good practice to hold public sessions and where appropriate the council will aim to facilitate public sessions. For committees and sub-committees, the Terms of Reference will stipulate whether a Public Session should be included on the agenda.

The public participation session should form part of the agenda and comments from the session should be recorded in the minutes.

For more information on public participation sessions, please see the councils 'Rules for Public Sessions' policy.

5.0 Minutes

The minutes of each meeting should be recorded by the Clerk. The minutes should be clearly marked draft until approved by the council or committee at the next meeting. Draft minutes should be circulated to the Chairperson and Vice-Chair of the council or committee for review within three working days and then issued to full council and published on the council website within five working days of the meeting.

Once approved at the next meeting, the minutes should be signed by the Chairperson and an updated approved version of the minutes should be circulated to council and published on the council's website within three working days.

For more information on the management and accessibility of council documents, please see the councils Document Retention Policy, Publication Scheme and Freedom of Information Policy.