

# Mayfield and Five Ashes Parish Council

David Thompson  
Clerk



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## **MAYFIELD AND FIVE ASHES PARISH COUNCIL TITLE AGENDAS AND MINUTES PROCESS**



**Mayfield and Five Ashes**  
**Parish Council**  
**Title Agendas and Minutes Process**

1. The draft agenda will be compiled by the Clerk seven Days before the Full Council or Committee Meeting and will be sent to the Chairman of the respective body for comment.
2. Suggestions for agenda items will be communicated to the Clerk no later than five days before the meeting in the morning.
3. The finished agenda will be dispatched around 1500 hours five days before the meeting. The code will bear the suffix F. (for Final)
4. Over written agendas returned will be ignored. All agendas will be in standard format.
- 4A At the meeting, the Committee Chairman will be able to change the agenda order, subject to their discretion.
5. The Clerk will take the minutes of each meeting unless special arrangements are made for notes to be taken on behalf of the Clerk.
6. The Clerk will prepare the minutes of each meeting and arrange typing.
7. On receipt and initial correction and formatting, the minute's footer code will be marked with the meeting code followed by (D1) and will be sent to the respective chairman for minor typing and other corrections after this, the code suffix will be changed to (2XX) where the letters XX are the standard initials of the individual concerned. The amended minutes will be saved as a separate word document. Tracking notes and other editing will not be accepted.
8. Should the Chairman, consider that there are matter of fact issues in the minutes, suggestions and comments should be made separately for the Clerk to consider.
9. On checking notes the Clerk will consider whether or not to accept the changes. If so, they will be made on a separate version suffix marked (3DT).

10. The minutes will be published 5 days before Full Council and will be placed on the website.

11. At the meeting of the Full Council only matters of accuracy will be considered by the Clerk as follows:

- Full Council – Any Member
- Representatives of Principle Authorities
- Representatives from persons making presentations
- Committee Minutes – Councillor Members from that Committee only

12. After the meeting the Clerk will amend the Committee Minutes based on accepted changes from the Full Council meeting and mark the code as final.

13. When all associated Committee Minutes are cleared, the Full Council Minutes will be signed as per 12 above and all the relevant minutes will be

- Placed on the Website
- Placed in the Meeting File
- Placed in the Formal Minute Book

Signatures for the Full Council minutes, will normally be at the next Full Council Meeting

14. The Formal Minute Book is the record of the Parish Council activities. The Formal Meeting File is the official record of the meeting. All other records electronic or otherwise are for information only and have no official status.

15. All records in the Formal Minute Book will be uniquely referenced and numbered.

The following coding is used: Y/L/XX.aa/bb

Where Y = Fiscal Year

8 = 2008/9

9 = 2009/10

Where L = Meeting Code

A Annual Assembly

C Full Council

D Development

F Finance & General Purposes

K Court Meadow

P Planning

R Rights Of Way

S Security

T Traffic

U Risk Assessment

Y Youth

Where XX = Serial Number of the meeting within the Fiscal Year

**Where aa = The section number of the individual minutes  
Where bb = is the individual minute number within the section**

**E.g. 8C04/3.2 the second minutes of the 3<sup>rd</sup> section of the fourth meeting of the Full Council in Fiscal Year 2008/9**

**16. Two years of minutes will be held in the Clerks Office, after which they will be held in the Heathfield archive facility. The entire set of minutes will be filed together.**

**17. All minutes will be held in standard format.**