

Committee	FULL COUNCIL
Date	18 September 2023
Agenda Item	16

Numbering system for Minutes

Robert Richmond raised the matter of the Town Council's minutes numbering system. He stated that the Minutes of the Staff Advisory Committee minutes should not be numbered in sequence with the minutes of Full Council meetings, as this would mean that items which had not been approved by Full Council could be inserted into the minutes.

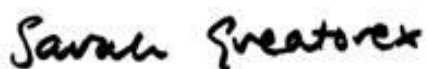
He stated that Minutes of SAC, and of the Annual Town meeting should be stored separately and both start again at 1 each year.

Response from EALC:

Whether you include committee minutes in the numbering of the Full Council minutes is up to the Council itself and its Clerk. Some councils do run committee minutes separately and give them a separate numbering but you would have to do this for each committee, e.g. at the start of the year - Finance Committee FC01/2023 onwards, Staffing Committee SC01/2023 onwards, Grounds Committee GC 01/2023 onwards, Full Council 001/2023.

So the answer to your enquiry is that the Annual Town Meeting minutes must be kept separately from the Town Council minutes and how the Town Council numbers its Full Council and Committee minutes is entirely a matter for the Council itself to decide.

Recommendation : that HTC should run 3 separate sequences of minutes, one for full Council, one for minutes of the Staff Advisory Committee, and one for the Annual Town meeting, and that each of these should start at 1, at the beginning of each Municipal year.



Sarah Greateorex Town Clerk