



## **Lakenheath Parish Council**

The Parish Office

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## **LAKENHEATH PARISH COUNCIL**

### **Policy for the dissemination of Parish Council Meeting minutes**

#### Process

The Clerk, or in her absence a minute taker, takes relevant notes at the meeting of the Parish Council.

The Clerk prepares draft minutes, watermarked with 'DRAFT', and circulates to councillors for comment within 10 working days (excluding dies non, annual leave and sickness days) after the meeting.

If no comments are received the Clerk publishes on the website.

If any requests for amendment of the draft minutes are received, and the Clerk accepts these, the draft minutes are modified accordingly. Previous versions of the draft minutes before amendment to be discarded.

If the Clerk is not in agreement with any received requests for amendment, the draft minutes in their original form are posted on the website.

Publication of the draft minutes to be completed within 28 days of the meeting.

Consideration of the draft minutes, together with any proposals for amendment that were not implemented, are included on the agenda of the next Ordinary Meeting of the Parish Council.

The draft minutes are ratified at the meeting, after consideration of any proposals for amendment. Where the Clerk remains in disagreement with a proposed amendment, the minutes remain in their original form with the detail of the unadopted amendment recorded in the minutes of that meeting.

The Clerk modifies the draft minutes as relevant and removes the 'DRAFT' watermark.