

## HONITON TOWN COUNCIL

### Policy on preparing the minutes of a Council Meeting

Minutes are formal records of decisions taken and not meant to be a verbatim record of a whole meeting. Some background context of the decision taken may be necessary. If required, the manner of voting for and against an issue can also be recorded. Clerks should be mindful of the Data Protection principles and generally should avoid including personal information about living individuals.

*Where members of the public are excluded for items of a confidential nature minutes will only record the resolutions and any recorded votes (if any).*

If the public participation session is on the council's agenda and therefore part of the meeting, the clerk will have to include a brief note of it within the minutes.

An example of this can be as follows:

#### Public Question Time

A member of the public raised a number of concerns relating to traffic issues which the Clerk was asked to take up with the County Council.

The data protection provisions are engaged if the council publishes something which reveals personal information about a living individual. So, in most cases and as best practice, it is safest for a minute to speak of correspondence with a resident of, say, Acacia Avenue.

An example of this is as follows:

#### Correspondence

Letter from resident in Acacia Avenue regarding dog fouling on the open space

#### Reference

This advice has been obtained from the following Society of Local Council and Clerks Advice Notes

Meetings - Drafting the Notice, Summons, Agenda and Minutes  
Example Minutes of A Council Meeting  
Council Minutes and Data Protection Issues

Reviewed and approved 14<sup>th</sup> March 2016

Chairman

Town Clerk