

Planning of Agendas and Meetings

At the meeting of the Full Council held on 03 August 2021, it was resolved that the Chair of the Council and Committees and the Proper Officer work cohesively to plan agendas and meetings that are held, to ensure proper management of the meetings.

Draft agendas are written by the Town Clerk or Deputy Clerk in their absence and are shared with the Chair of the Council or Committee. The Town Clerk works in consultation with the Chairs to agree the agendas before they are issued.

The Town Clerk meets with the Chair of the Council or Committees prior to each meeting to discuss the agenda in more detail so the Chair is able to answer any queries that may arise.