

# CAMBOURNE TOWN COUNCIL

## PROCEDURES FOR THE PRESENTATION AND ADOPTION OF MINUTES OF COUNCIL COMMITTEES

I thought it might be helpful to all members if I were to set down the procedure for dealing with Committee Minutes at meetings of the Council.

1. It is the responsibility of the Chairman of each Committee to propose the receipt and adoption of the minutes of that Committee. (In the event that the Chairman cannot attend the Council meeting, the Vice Chairman will propose the motion. If the Vice Chairman is also absent, it is necessary for another member of that Committee to do so).
2. The Committee Chairman will say **“Mister Chairman, I move the receipt and adoption of the minutes of the** (for example) **Planning Committee meetings held on** (for example) **14<sup>th</sup> March, 28<sup>th</sup> March and 11<sup>th</sup> April”**. At this point that Chairman will draw to the Council’s attention any RECOMMENDATIONS contained in the minutes *which need the specific approval of the Council*.
3. The Chairman of the Council will ask **“Is that seconded?”** The Vice Chairman of the Committee usually seconds the motion for adoption.
4. On being seconded the Chairman of the Council will proceed through the minutes of the (for example) Planning Committee, meeting by meeting. (It is not necessary to proceed either page by page or Minute by Minute). Standing Orders allow for minutes which have been sent out WITH the Agenda for the meeting to be “taken as read”. Going through the minutes, meeting by meeting, does however, allow for any member more easily to raise a particular question thereon. It does NOT allow for the debate to be re-opened if a decision has been taken.
5. The Chairman of the Council will then ask **“All in favour?” “Anyone against?”** and will then pronounce whether the Motion for adoption has been CARRIED or not.
6. Minutes of meetings do not necessarily reflect what members, individually, wanted to happen. The minutes reflect the decision which was actually reached by the meeting - which is not always the same thing!
7. If there is doubt about the accuracy of the minutes of any meeting, it is in order for that meeting to resolve that *“the minutes as presented do not accurately reflect the true deliberations of the meeting on that subject and shall be amended to read as follows... ..”*.
8. Once the minutes of any meeting have been received and adopted, then they are the deemed to be, for all legal purposes, the true record of those proceedings.
9. If any member wishes to question the accuracy of any minute, it is customary - and courteous - to raise the matter initially with either the Clerk or the Chairman of that committee.
10. Chairmen will propose their minutes in the order as shown on the Council Agenda.