

## SEVENOAKS TOWN COUNCIL COMMITTEE PROCEDURES

1. All agendas and associated papers need to be prepared ready for photocopying and distribution the Wednesday prior to a meeting.
2. It is considered bad practice for reports not to be distributed at the same time as the agenda. Also councillors can legally refuse to consider information or make a decision if the information is not made available prior to the meeting.
3. STC has a standard distribution list, which includes press and library, for agendas, minutes and reports – this is done both electronically and in hard copies.
4. All agendas, reports and minutes are uploaded to STC website at the same time as distribution.
5. It is not legal for councillors to make a decision on any matter not included in the agenda. This is to ensure that all councillors and members of the public are aware of the proposed discussion regardless of whether they would be present at the meeting. Also councillors who are not members of a Committee may wish to attend to present an opinion.
6. For reasons outlined in 5 above it is not legal for 'Any other Business' to appear on a Council agenda.
7. For reasons outline in 5 above it is not legal for 'Matters Arising' to appear on a Council Agenda. Any matters that require additional discussion or decisions should reappear as a separate agenda item.
8. Good practice is for Minutes to be written the day following the meeting. Minutes are written in the past tense.
9. Minutes are normally reviewed by the Town Clerk prior to distribution – not by Cllrs or Chairman.
10. Minutes are distributed as per 3 above on the Wednesday following the meeting.
11. The rules of debate and decisions are set out in the Standing Orders of the Council (attached).
12. Each Committee has Terms of Reference detailing its delegated powers and responsibilities. These are approved at the Annual Meeting.

13. Minute and page numbers follow on consecutively from the previous Minutes until the Annual Meeting in May when they start again from 1.
14. Minutes are signed by the person Chairing the next meeting, not necessarily the Chairman of the Committee.