

## Managing Council Meetings

It was resolved at the Parish Council Meeting held on 7th March 2024 that the following protocols to manage our meetings be documented and filed with other Parish Council documents.

### **Protocols**

1. Submitting an Agenda Item for Discussion and Resolution

*It was resolved that this should be written in the form of a motion and explicit about the desired discussion and agreement required at the meeting so that councillors can come with a relevant point of view?*

2. Preparing Reports prior to the meeting

*It was resolved that reports should be submitted 3 days in advance of the meeting so that councillors have at least 3 days to consider the information.*

3. Preparing one's Point of View

*It was noted that it is important that each of us has a considered and independent point of view, but not a pre-determined point of view.*

4. Managing a meeting

**Discussions** - *It was agreed that all councillors should come prepared to contribute to discussions, and within each discussion all councillors should be invited to speak. The discussions need to remain focussed on the agenda item.*

**Making Decisions** - *It was agreed that the outcome of the discussion is to find a consensus, i.e. the best shared point of view that gives the best outcome for the community. (No decisions can be made outside publicised council meetings)*

**Proposing a Motion** - *It was agreed that following the discussion there should be a formal motion that is proposed and seconded*

**Taking a Vote** - *Following the vote by the Council, the Resolution of the motion should be recorded formally and accurately in the minutes*