

Draft Minutes – Procedure and Disclaimer

Procedure

Illogan Parish Council will publish the DRAFT minutes of all its meetings within 12 working days of the date the meeting was held.

The DRAFT minutes will be prepared by the Clerk or the Administration Assistant and will be proof read by the officer who did not produce them (providing they are available).

The DRAFT minutes will be emailed to the Chairman and Vice Chairman of the Council, relevant Committee, Sub Committee or Working Group for proof reading. If the Chairman or Vice Chairman is unavailable the DRAFT minutes will be sent to another member of the Council, relevant Committee, Sub Committee or Working Group to be proof read.

The Chairman and Vice Chairman will read through the DRAFT minutes and will send an email highlighting any corrections, typos or grammatical errors etc and that they are happy for the DRAFT minutes to be published.

Once confirmation has been received from two members that the DRAFT minutes are ready to be published, the Clerk or Administration Assistant will upload the DRAFT minutes to the Council's website with the disclaimer. The disclaimer will be included at the beginning of the DRAFT minutes and will be in bold and font **Verdanna size 16**.

The DRAFT minutes will remain on the website until they have been formally approved through the appropriate meeting. Once the DRAFT minutes have been approved they will be removed from the website and the approved minutes will be uploaded.

Disclaimer

The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.