



HOWDEN TOWN COUNCIL

PRACTISES POLICY

A Town Council should keep minutes and they should be entered in a book kept for this purpose (Local Government Act 1972, Sch 12, para 41 (1)). Looseleaf minute books are lawful **provided the pages are consecutively numbered** and initialled by the person signing the minutes at the time of signature (Local Government Act 1972, Sch 12, para 41 (2)). Therefore, this policy states how Howden Town Council displays minutes and agendas in a lawful manner.

Full Council and Committee agendas and minutes have their own unique numbering system, starting at the beginning of the calendar year.

ie 2022-FC-1 (Full Council); 2022-AM-1 (Amenities); 2022-PL-1 (Planning), 2022-PG-1 (Personnel and Grievance); 2022-RAM-1 (RAM). The agenda items and minutes that relate to that agenda item have the same unique number and these are consecutive throughout the whole calendar year.

The page numbers (bottom right of the page) for minutes start at the beginning of the Council Year. For Full Council this is the Annual Meeting of the Council in May. For Committee meetings this is the first meeting following the Annual Meeting of that year.

This policy will be reviewed at intervals of 24 months.

Policy Approved: August 23rd 2020