

| Llangoedmor Community Council | |
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| Meeting Date: | September 2025 |
| Report Title: | Minutes of Council Meetings |
| Agenda Item Number | 7.3.4 |
| Paper Reference | September 2025-3 |
| Presented By | Clerk |
| For | Information |

Introduction

This paper deals with the requirements for minutes of Community Council Meetings as set out by SLCC.

SLCC Guidance Regarding Minutes

Legal

Minutes are a statutory requirement for council and committee meetings under paragraph 41 of Schedule 12 of LGA 1972.

Purpose

Minutes serve as a formal record of actions and decisions made at council meetings. Minutes should be concise with a focus on decisions made but may include the necessary background context. Minutes are not a comprehensive record of every word spoken at a meeting.

Content

Minutes should include:

- Date, time and location of the meeting.
- Attendees and Absentees.
- Declarations of Interest.
- Decisions made including the outcome of votes.
- Actions arising from those decisions.

Format

While there is no prescribed format, the minutes should be clear, concise and well organised.

Best Practice

SLCC recommends including:

- A clear statement of the issue.
- The decision made.

- Any specific action required.
- Who is responsible for the action and a deadline.

Approval and Signing

Minutes should be approved by the subsequent meeting and signed by the Chairman, making them legal evidence.

Publication

Good practice suggests publishing the minutes related to a regular meeting soon after the meeting.

Action

The Council notes the SLCC guidance regarding minutes set out in this report.