

AGENDA ITEM 5

RURAL, ECONOMIC AND ENVIRONMENTAL AFFAIRS COMMITTEE
31st August 2016
UPDATE ON DECISIONS

Item No.	Agenda Item or Minute Number	Decision	REEA Date	Lead Officer	Update
1.	R14. <u>EXEMPT MINUTES- 9TH MARCH 2016</u>	RESOLVED the exempt minutes of the 9 th March be re-examined by the Head of Communities and Neighbourhoods and reported back to the next meeting of this Committee	8/06/2016	HR	Constitution Part 5 Minute Procedure 4. <u>MINUTE WRITING</u> The Committee Clerk takes notes at the meeting and these are used to provide draft, typed minutes of the meeting's proceedings. Verbatim accounts are not usually required. Comments by individual Members are not usually recorded except when proposing and seconding a motion. The book entitled 'Knowles on Local Authority Meetings' refers to the purpose of minutes as being to establish an accurate record of decisions taken and the drafting of minutes be in such a style as to be brief, self-contained and decisive. The author goes on to explain that a minute is not a verbatim record but a summary of proceedings.

Key to Officers

MT Management Team
 LA Chief Executive

KA	Strategic Director (KA)
CM	Strategic Director (CM)
DG	Head of Central Services
AT	Head of Communications
HR	Head of Communities and Neighbourhoods
JW	Head of Regulatory Services
VW	Solicitor to the Council
CS	ICT Client Manager