

Selling Parish Council  
Terms of Reference for Minutes of Meetings

Usually, Minutes are a factual recording of what was done, rather than what was said, in simple and exact language. They are not a verbatim record of what was said by individuals.

Each motion includes the exact wording of the motion, the name of the mover and the second, and the result of the vote. Optionally, a brief outline of the argument for and against may be given, but most often without ascription. A rationale for a decision taken may be appropriate, but not mandatory, unless called for by the chair or by the meeting as a whole. (An individual councillor may request that a record be made of how each councillor voted - see Standing Order 1s).

If a written report is given, the presentation of the report is noted, and a copy is appended to the Minutes. If a report is purely verbal, a brief précis suffices.

Actions taken are recorded, and also tasks assigned, with a note of who is to perform them (these may well, in any case, be motions).

All points of order and rulings are noted down, if possible with the corresponding clause of Standing Orders.

Whenever an objection is made to a procedure, the objection and its basis are noted down, as well as the ruling given by the Chair. This makes reference, if appropriate, to Standing Orders.

Comments from the public may be entered at the discretion of the Clerk, but this is not obligatory. It is important that no personal names are recorded:  
" ... an elector of the Parish ... " probably being adequate.

These notes neither limit nor make prescription for the Clerk's Minute-taking, but indicate the limits of what may reasonably be demanded of Council Minutes by the public and members of the council.

Agreed by Selling Parish Council at its meeting on 5th October 2016