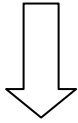


URCHFONT PARISH COUNCIL - ADMINISTRATIVE POLICY

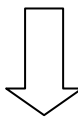
PART 1: PUBLICATION OF MEETING AGENDA'S AND MINUTES

Consult Chairman of Appropriate Committee on Agenda Content



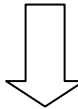
Publish Agenda for ALL meetings (including invite to members of the public and press) 3 CLEAR WORKING DAYS before actual Meeting Date (not including Bank Holidays)

- Notice Boards
- By Email / Fax / Hard Copy to appropriate Committee members (Note: not necessary to re-send previous minutes) plus information copy to all other Councillors

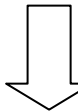


Prepare Meeting Packs on appropriate coloured paper for each attendee

- Agenda
- Copy of previous meeting draft minutes
- Appropriate Appendices (e.g. Finance – all expenditure has to be approved since last meeting)

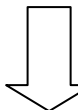


Prepare 1st Draft Minutes and review with appropriate Chairman within a week of the meeting



Publish DRAFT minutes as soon as approved

- Notice Board – ALL Meetings – leave displayed for maximum of 2 weeks or less dependent on need for space to display of other notices
- Web Site
- By Email / Fax / Hard Copy to ALL Councillors to maintain general awareness



Confirm Accuracy of Minutes at next meeting of appropriate committee

- Chairman to sign approved version
- File signed version

PART 2: RETENTION OF HARD COPY DOCUMENTS - the following current and up to date documents must be retained in a safe environment and/or be deposited in the Wiltshire Council archives at regular intervals:

- Signed copies of ALL Committee Minutes including WP's
- Correspondence (To and From) excluding emails
- Accounts (For prescribed periods by HMRC)
 - Invoices for tax and accounting purposes
 - VAT Returns
 - Cheque and Deposit Books
 - Annual Audit Returns
- Cemetery
 - Cemetery records (Burial Register, Copy Deeds of Grant, Greens Forms / Crematorium Certificates, Memorial approvals)
 - Cemetery Plan
- Legal Documents (e.g. Playing Field lease, Tennis Club Lease, Farmers Field Deed of Gift, Allotment Agreements, Village Green Status Confirmation letters, Archive Records, Council Policies)
- Annual Reports (Historic Record of the Parish)
- Employment Contracts and Terms of Reference
- Councillor signed Code of Conduct and Declaration of Interest documents
- Parish Council Policies, Code of Conduct and Standing Orders