

**Town Clerk | Swaffham Town Council**

**From:** Town Clerk | Swaffham Town Council  
**Sent:** 20 February 2019 09:09  
**To:** 'Red Lion Swaffham'; Anne Thorp; Brenda Bowler; Deputy Clerk | Swaffham Town Council; Colin Houghton; Jan Buckley-Stevens; Jill Skinner; Les Scott; Paul Darby; Sheilajoy361@aol.com; Shirley Matthews; Stewart Bell (stewartbell10@aol.com); Terry Jennison; Wendy Bensley (Wenben05@aol.com)  
**Subject:** RE: minutes of meetings

Hi Rob,

I will place this item on the agenda for consideration at the March 13<sup>th</sup> meeting.

For the record Swaffham Town Council meets the legal requirement on publication of the Draft minutes in a timely manner prior to the next Council meeting. However, it is a decision for the Council as to whether they would like to amend their Standing Orders to publish Draft minutes sooner. The dilemma is that urgent actions immediately following the meeting must always take priority.

Best regards,

Richard Bishop  
**Town Clerk**



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**From:** Red Lion Swaffham <redlionswaffham@gmail.com>  
**Sent:** 15 February 2019 15:09  
**To:** Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>; Anne Thorp <annethorp@talktalk.net>; Brenda Bowler <brendabowler@talktalk.net>; Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>; Colin Houghton <colin@houghton789.plus.com>; Jan Buckley-Stevens <janbs@btinternet.com>; Jill Skinner <jill.skinner@me.com>; Les Scott <lesbscott@yahoo.co.uk>; Paul Darby <paul.darby@breckland.gov.uk>; Sheilajoy361@aol.com; Shirley Matthews <shirley.matthews@breckland.gov.uk>; Stewart Bell (stewartbell10@aol.com) <stewartbell10@aol.com>; Terry Jennison <terryjennison@icloud.com>; Wendy Bensley (Wenben05@aol.com) <Wenben05@aol.com>  
**Subject:** minutes of meetings

Cllrs

After the last full council meeting some suggestions from the public participation raised an issue which I feel is of great importance and we should address this as soon as possible.

I think this important item should be on the next meeting's agenda.

The issue raised was the timing of the release of the meetings minutes taking far too long to be available to the general public. (In most cases just a few days before the next meeting)

In many groups including councils etc. the custom for the minutes of meetings to be released as draft within 24 hours to 1 week of the end of meetings. (While still fresh in memory)

I would like to see that the minutes of any meeting very soon after it ends so that attendees and those who could not attend can review the record of proceedings and alerting the office to any corrections or modifications immediately.

Also if assignments were given in the meeting, use the minutes to specify who'll do what by when.

I am concerned that if we wait a few weeks to distribute minutes, memories will fade along with the particular group's enthusiasm to follow through also inaccuracies can creep into the minutes and never get fixed.

Your thoughts would be appreciated.

Regards

Robert