



Council Policy Manual

CP3.2 Frequency and Recording of Council and Committee Meetings

POLICY OBJECTIVE

1. To determine the frequency of Council Meetings.
2. To record all Council meetings in order to have available a detailed account of the debate and discussion at Council meetings.
3. To record Committee meetings, whether open or closed to the public, if resolved by the particular Committee to do so.

POLICY STATEMENT

1. Frequency of Council Meetings

The Council meets on the third Tuesday in a three week continuous cycle.

2. Council Meetings

- 2.1 All meetings shall be recorded on digital sound recording equipment except where the Council resolves to exclude the public from the Council meeting, or unless otherwise directed by the meeting.
- 2.2 Recorded CDs may be copied, upon request by an Officer in the course of their duties or an Elected Member or in other cases by direction of the Chief Executive Officer.
- 2.3 No transcripts to be made of Council minutes unless requested by an Elected Member.

3. Committee Meetings

- 3.1 Where resolved by a Committee all meetings shall be recorded on digital_sound recording equipment unless otherwise directed by the Committee.
- 3.2 Recorded CDs may be copied, upon request by an Officer in the course of their duties or an Elected Member.
- 3.3 No transcripts are to be made of Committee minutes.



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