

Writing Minutes and Agendas

Thursday 11th May 2023, 10.30am – 1pm

On-line training session using Zoom

Delivered by Gill Lungley BA (Hons), FLSCC

Council agendas should clearly set out the business that is to be transacted at council meetings and are usually published alongside the public notice that must be issued three clear days in advance of the day of the meeting.

Council minutes "... are intended to be formal records of official acts and decisions. Minutes should, therefore, be as short as is consistent with clarity and accuracy. They should not be a verbatim report nor be a record of discussions or argument made by councillors." Arnold-Baker on Local Council Administration, 12th ed.



In this presentation aimed primarily at council clerks we shall investigate how to:

1. Comply with legislation and provide council members with the information they need to make good, well-informed decisions, and
2. Write clear and coherent records of the council's meetings.

There will be opportunity to share experiences and best practice.

Gill has been involved with local councils since the early 1990's briefly as a parish councillor and then as the Clerk and RFO to a variety of parish and town councils across Worcestershire and the West Midlands.

Gill holds a BA (Hons) in Business Studies and has achieved the Cert HE in Local Policy Studies (the forerunner to today's Certificate in Local Council Administration – CiLCA -qualification) from Cheltenham and Gloucester College. Ongoing professional development has seen her gain the CiLCA 2012 additional requirement that enables the councils she works for to adopt the General Power of Competence and apply for the Local Council Award Scheme quality and quality gold levels where eligible.

Having worked alongside various local council trainers Gill added to her qualifications with PTLLS (Preparing to Teach in the Lifelong Learning Sector) to support the delivery of her informative training sessions. Gill is also a recognised trainer for CiLCA students.

On-line booking form [here](#) Cost: £30 per member delegate

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