



Document Protocol for Council Meetings

(Approved April 14th 2026)

The Clerk to the Council is the Proper Officer and employee of the Council and as such is under a statutory duty to carry out all the functions of a local authority's Proper Officer, and in particular to serve or issue all the notices required by law of the Proper Officer of the Council. This is essential to comply with Transparency Requirements.

In order to ensure that these duties are carried out effectively and in accordance with statutory requirements it is essential to have a clear approach to the production and publication of documents. The attached Flowchart sets out a proposed Document Management Protocol so that all parties involved are clear about process and timing of document production and distribution for discussion at Council.

One key legal requirement is that the Agenda for meetings of the Parish Council and its committees should be circulated and made available to the public a minimum of 3 Clear Days before the day of the meeting. (A Clear Day does not include the day of the notice or the day of the meeting and excludes Sundays, the days of the Christmas, Easter and bank holiday breaks and days appointed for public thanksgiving and mourning*). Best practice recommends a minimum of 5 clear days for publication of both the agenda and supporting papers. Working back from this deadline there are a number of key steps involved in reaching the point where a final agenda and supporting documents are ready to be distributed.

It is important for the Clerk to be aware of all proposed reports so that there is no omission or duplication; no surprises; transparency; no hidden financial or regulatory risks but 'good management'. The Clerk needs time to check, format and make adjustments to reports and agendas and therefore reports must be submitted in open editable format in MS Word to facilitate that.

All documents - reports, briefing notes and information should only be circulated to Councillors via the Clerk to ensure an accurate audit trail of communications. The only exceptions are where there is a prior agreement for an individual Councillor to deal with it - e.g. drafts of the Parish Council Newsletter.

The published agenda for a Council meeting must include all items upon which the Council is expected to make a decision. In addition, the reverse applies in that no decision can be taken on an item that is not on the agenda (i.e. there shall be no "tabled reports"). The only exceptions are urgent items under three headings: -

- a) where there is an urgent financial matter to address which if not addressed would cause an issue for the Parish Council;
- b) where there is an urgent regulatory matter to address which if not addressed would cause an issue for the Parish Council, and
- c) where not to address an item as a matter of urgency, could bring the Parish Council into disrepute.

Decision as to urgency rests with the Clerk as the Council's Proper Officer

(Cont'd./...)

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When sources of further information are identified during discussion of the report then this can be added to a follow on report which will be published in the normal way with meeting agendas, for the sake of transparency.

The Clerk needs sufficient time to consult with the Chair, who has responsibility for the proper conduct of the meeting and needs to be involved in planning the meeting. This consultation requires agendas and reports to be prepared well in advance of the publication date and for Councillors to have sufficient time to read and digest the contents of any report.

Agenda items such as Clerk's; Chairman's: and Councillors Reports are for matters such as the sharing of information; reporting on meetings attended; recording particular events that have taken place in the Parish.

Councillors should continue to raise issues regarding local matters such as the need for reports to Hampshire Highways for roadway problems or items requiring the attention of the County or District Councils on an ongoing basis. Councillors can contact the Clerk with the relevant information between meetings for him to investigate and / or advise appropriate action. The results are then, if relevant, summarised in the Clerks Report at the next meeting.

Items not on the agenda for a Council meeting that Councillors wish to debate can either be raised during the agenda item calling for "Suggested items for the next meeting" or as outlined in the flowchart previously mentioned in this protocol.

*(Local Government Act 1972 s, 243)

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