

Members are requested to NOTE this report and CONSIDER the way forward.

Background

The Council has received two emails regarding the inclusion of draft Parish Council minutes in the Parish magazine. Main Points of The Editors comments:

- Has not received the September minutes (those to be approved at this meeting)
- Not received replies to emails regarding the October magazine
- Always need to hold up the magazine until the last possible date whilst waiting for Lydiard Millicent minutes, whereas Lydiard Tregoze minutes are received the day after the meeting.
- Does the Council wants to contribute the minutes must be sent before the 15th of each month so that the Editor does not have to hold everything up waiting for them.
- If not received them by the 15th then the Editor will go ahead with the magazine, without them
- In the magazine it is stated that they are draft minutes so they don't need to be signed off before going to print
- If possible they are required as a MS Word document, as it is much easier to edit them down from that format.
- From a survey a couple of years ago that the Council minutes are something that the readers want.
- The Editor would appreciate it if the Council could let her know what the Council wants to do going forward
- If the minutes are not received in time for the next magazine, a comment will be included telling readers that the Editor is not getting them.
- The Editor asks that members at the meeting consider the fact that the minutes have been in the magazine since it started over 30 years ago.

Options to CONSIDER:

- send no minutes
- Send draft minutes,
- Send approved minutes
- If Members agree to send Minutes for inclusion in the Parish Magazine, then a decision is required as to whether to send in WORD or PDF

Clerks Comment

If in WORD the minutes can be edited, this could cause issues if vital words were omitted, or if the minutes were not approved as a true record of the meeting.

However, if the minutes have already been approved then the correct wording and format is on the Parish Council website and available to residents to verify content.

Tina Jones
September 2021