Why are the minutes always water-marked ‘DRAFT’?

The minutes are draft until approved by the Parish Council at the next meeting. A paper copy is signed at that meeting by the Chairman (or whoever is presiding) and filed in the official Minute Book.

*Any amendments are recorded in the minutes of the meeting at which they are approved. They are not re-typed. The only set of minutes which is not draft is the official signed set.*

When are the minutes published? The Clerk aims to publish the minutes within two weeks of the meeting, but this is not always possible. They are always enclosed with the agenda for the following meeting.