

## **Sandwich Town Council**

### **Protocol for Pre-Meetings**

Meetings at 6pm prior to full council meetings are normally to allow briefings for councillors on matters to be discussed or of importance to the council as a whole. The meetings are for information and to allow councillors the opportunity to question the briefer. The subject matter may, on occasion, be quite controversial. The object of the meeting is to enable the council to be better equipped to take decisions in full council.

The notice of a pre-meeting should be regarded as confidential. However, there may be circumstances where, in the best interests of good governance, it could be advantageous to invite specific members of the public with a special interest or experience of the subject to be discussed to be present.

It should be made plain that notices of pre-meetings sent to councillors on Wednesdays prior to council meetings are confidential and that pre-meetings are normally held in private. However, with the agreement of the Mayor of the day, specific members of the public may be admitted if it is felt that the public interest would be better served. Consent must be applied for at the Town Clerk's office by 12 noon on the day of the meeting at the very latest. Letters of invitation to outside bodies should only be sent from the Town Clerk's office.

The Chairman or individual councillors may propose that the topic addressed at Pre-Meetings be placed on the next agenda of the town council or be referred to a committee of the town council.

4<sup>th</sup> March 2013