**PURPOSE:**

To identify those records required to be kept by the Council.

**POLICY:**

The Council shall maintain the following records:

- Minutes of Meetings of the Council
- Minutes of Meetings of Electors
- Register of Interests of members of the Council
- Council’s Code of Conduct
- Annual Budgets and amendments thereto
- Annual Financial Statements
- Annual Reports
- Register of all documents executed under Council’s Common Seal
- Register of results of elections and polls

**EFFECT:**

All records kept by the Council shall be easily accessible and up to date.

**LEGISLATION:**

LG (Admin) Regs 11,12