

POLICY TITLE:	COUNCIL RECORDS
POLICY NUMBER:	P10
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved: 20.10.2009		Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	

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