**LO10 A CiLCA qualified officer can prepare for and support council meetings.**

**Agendas and minutes for Named Council**

Your perspective (did you create, amend, oversee, use or simply study each document)

How does the council or a councillor use each of the documents?

If relevant, how might any of the documents be improved?

**The documents**

The four documents are attached (or copied below) and annotated as required to explain the points below:

Agenda for an ordinary meeting of Named Council on [date]

Minutes for an ordinary meeting of Named Council on [date]

Agenda for an annual meeting of Named Council on [date]

Minutes for an annual meeting of Named Council on [date]

* Compliance with the law
* Convening meetings lawfully
* Clear ‘business to be transacted’
* Appropriate handling of councillors’ interests
* Appropriate handling of public participation
* Appropriate handling of confidential matters (if the documents don’t include a confidential matter, you explain in your notes how to handle them)
* Concise minutes and clear, lawful decisions