



Belper Town Council

## MEETING PAPERS POLICY

### Guidance notes for producing papers for Full Council and Committees

This guidance is designed to ensure that both Full Council and Committees receive an appropriate level of information and detail, in an easy-to-follow format, to enable effective decision-making.

#### Agenda Items

1. Each agenda item requires a meeting paper for discussion which should be submitted in the format laid out at Appendix 1 below.
2. Agenda items are required to be filed with the Town Clerk at least 7 clear days before the Full Council or Committee meeting in order to be included on the agenda. Clear days does not include the date of the notice or the date of the meeting (Standing Order 9).
3. All papers should be comprehensive, focused, and as concise as possible, setting out only the facts that the Council or committee members need to know.
4. Papers are to be completed in plain English; therefore, no use of jargon unless this is unavoidable, and all terms are to be explained when they first occur in the text.
5. If there are several options from which to choose, outline them all, then make your recommendation. The Councillors or Committee members will always want to know what your recommendation is.
6. If your proposals have financial implications, you should detail what these are, including both the long- and short-term effects. You must also indicate whether your proposals are covered previously in agreed budgets; if this is not the case, you should outline how you intend your proposals to be funded. Please be aware that budgets are set for the year and that there is only a limited amount of contingency funding available.
7. If you are recommending changes, please provide a proposed timeline so that Full Council and Committee members can see when you expect the changes to become effective. You should also outline what transitional arrangements are to be made if these are necessary.
8. All papers should be in arial font, as this is recommended as one of the most accessible fonts for those with visual impairment. Font should be size 11 and in Microsoft Word format.
9. Do not submit papers in PDF format as it is not possible to add appendix details electronically to papers in this format.



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## Appendix 1 to Meeting Papers Policy

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(Insert Council/Cttee & date)

Item

<b>Agenda Item:</b> <b>Submitted by:</b>
1. <b>Approval:</b> <i>Recommendation for Approval/ Noting etc.</i>
<b>2. Purpose of the Report:</b>
<b>3. Background Information:</b>
<b>4. Legislation:</b>
<b>5. Accessibility Implications:</b>
<b>6. Climate Emergency Implications:</b>
<b>7. Corporate Plan Implications:</b>
<b>8. Financial Implications:</b>
<b>9. Recommendation:</b>
<b>10. Reasons for recommendation(s):</b>