

**Local Council Minutes ~ Taken from the Ninth Edition of the Arnold Baker Local Council Administration
Which includes Legislation, regulations and guidance from the Local Government Act 1972**

Page 65 section 7.36 - Minutes

Minutes of proceedings of a council must be kept. They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in any other way. Short simple minutes are less likely to be defamatory than long reports.