

## **PROTOCOL FOR MEETINGS**

Berwick-upon-Tweed Town Council is fully committed to transparency in its decision making processes and will take all reasonable steps to ensure that Councillors are fully informed when making decisions and, in line with legislation and best practice will ensure that:

- 1) All agendas, accompanying papers and appendices are published on the Council website a minimum of 3 clear days before meetings unless they can legitimately be classified as confidential.
- 2) All agendas, accompanying papers and appendices are distributed to Councillors a minimum of 3 clear days before meetings.
- 3) Payment lists presented for approval must contain an itemised breakdown of each transaction and indicate where authorisation is being sought retrospectively