

## Protocol for Meetings of Brunswick and Hazlerigg Parish Councils

Both Parish Councils will hold their own meetings on alternate months (January, March, May etc).

On the months where individual meetings are not held a joint meeting will be held (February, April, June etc).

The joint meetings will be held at either The Rest Centre, Greenside A Brunswick or the Memorial Hall Hazlerigg.

The first joint meeting will be held in Brunswick, the next in Hazlerigg and all future meetings will follow this pattern.

The joint meetings will be chaired by the Parish Council hosting the meeting.

The agenda and papers will be circulated by the Clerk of the hosting Parish Council, who will also produce the minutes and an action list for the relevant clerk to action.

The agenda for the joint meetings will contain a list of standard generic items.

There will be a section at the end of each agenda to allow the members of each Parish Council to consider and approve items that relate to the day to day operation of their Parish Councils.

The minutes of the Joint meetings will be submitted for information and approval of specific items if necessary relating to one Parish Council that need formal ratification at the next meeting to the respective Parish Councils at their next normal meeting.

The minutes of the normal meetings of the Parish Council will be submitted to the next normal meeting of the appropriate Parish Council for approval/confirmation.