

Wokingham Without Parish Council



Arrangements for reporting Back external meetings

Version 1.2

1. Attendance at external meetings

- 1.1 An item will appear on the agenda at each Council meeting providing the opportunity for Councillors to report back on external meetings attended. If you have attended an external meeting to represent the council, please advise the parish office, to ensure the meeting is listed on the next council agenda.

2. Report formats

- 2.1 Where significant, a short, written report – or bullet points – should be sent to the Clerk by the Monday prior to the Council meeting (7 days prior). This timescale allows for written reports to be included in the agenda packs which are prepared for the meeting.
- 2.2 The report should outline the points covered during the meeting, and any key decisions or discussion that impact the council or the parish.
- 2.3 Verbal reports will suffice where there are minor items to report back.