

5. Notice of and Summons to Meetings

Democratic Services will give notice to the public of the time and place of any meeting in accordance with the Access to Information rules (see Part 5 Section 2).

At least five clear working days before a meeting, the Monitoring Officer will send a summons for that meeting to every member of the council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.