Getting ready for a Council or Committee meeting

So, you've:

- talked to the Chairman and agreed the agenda
- posted the agenda and draft minutes on the website and noticeboards and
- sent it out to the councillors by email and/or post (sent it to the press??) all by the due date of course!
- booked or confirmed the venue.

It's the day of the meeting so what do you need to do:

- Bring the keys for the venue!!
- check that the meeting room is laid out ok, with spaces for members of the public and press
- make a note of any apologies received
- (if you plan to project anything, like planning applications, its ready and easy to find on the laptop)

and bring:

- A notepad/pens and recording device if relevant
- Projector/screen if needed
- Minutes for signing
- Public agendas for members of public
- Agenda/Reports pack for members (if relevant)
- Bank reconciliation form for signing
- Bank Statement and invoices (with above)
- Public participation notices – speaking 'rules'
- Councillors' attendance sheet (if relevant)
- Copy of Standing Orders and Financial Regulations (for reference)
- Cheque book if needed
- Planning material/non-material considerations advice for councillors – if needed
- Budget report?

And if there is a co-option item:

- Blank register of interests' form
- Acceptance of Office form.