

MINUTES

What are minutes?

Minutes are considered to be the official record of council actions and are a public record. Minutes should be full and accurate, meaning they need to include all actions taken by the council.

Minutes do not need to be verbatim, nor do they need to record full discussion or individual comments. Since council takes action by motion, all motions made must be included in the minutes. All disposition of motions must also be included. NC General Statute 160-A-72 allows for members to request that the minutes reflect each member's vote.

The Town Clerk is charged with keeping a journal of council proceedings by NC General Statute 160A-71. All minutes of the Clayton Town Council are prepared by the Town Clerk and maintained in a set of minute books. Prior to the minutes being entered into the minute books, the Town Council reviews, notes any necessary revisions and then adopts the minutes. Adoption of the minutes are made in the form of a motion. Upon adoption of the minutes they become the permanent and legal record of Town Council actions.

The Council agenda may be viewed online at <http://www.townofclaytonnc.org> the Friday before a scheduled meeting. If you do not have access to the Internet, please call 919.553.5002 and request a copy of the agenda.

We look forward to seeing you at Town Council meetings.