



## 2014 CHAPTER 8

### PART 8

#### ACCESS TO MEETINGS AND DOCUMENTS

##### **Inspection of minutes and other documents after meetings**

**44.—(1)** After a meeting of a council the following documents must be open to inspection by members of the public at the offices of the council until the expiration of the period of six years from the date of the meeting—

- (a) the minutes, or a copy of the minutes, of the meeting, excluding so much of the minutes of proceedings during which the meeting was not open to the public as discloses exempt information;
- (b) where applicable, a summary under subsection (2);
- (c) a copy of the agenda for the meeting; and
- (d) a copy of so much of any report for the meeting as relates to any item during which the meeting was open to the public.

(2) Where, in consequence of the exclusion of parts of the minutes which disclose exempt information, the document open to inspection under subsection (1)(a) does not provide members of the public with a reasonably fair and coherent record of the whole or part of the proceedings, the clerk of the council must make a written summary of the proceedings or the part, as the case may be, which provides such a record without disclosing the exempt information.

(3) A council must as soon as is reasonably practicable put on its website any document which is open to inspection under subsection (1)(a).