

SCHEDULES

SCHEDULE 5

MEETINGS AND PROCEEDINGS

Notice of meeting and summons to attend

- 5.—(1) At least three days before a meeting of the council—
- (a) notice of the time and place of the intended meeting must be published at the offices of the council; and
 - (b) a summons to attend the meeting must be served on every member of the council.
- (2) If the meeting is called by members of the council, the notice under sub-paragraph (1)(a) must—
- (a) be signed by them; and
 - (b) specify the business proposed to be transacted at the meeting.
- (3) A summons under sub-paragraph (1)(b) must—
- (a) be signed by the clerk of the council; and
 - (b) specify the business proposed to be transacted at the meeting.
- (4) Failure to serve a summons under sub-paragraph (1)(b) does not affect the validity of a meeting.