

Agreed by Council on 13 October 2020

AGENDA ITEM POLICY

1. Town Councillors are entitled to submit agenda items to the Town Council, these can be placed on future agendas of committees and the main Town Council meeting. The advice of the Town Clerk should be sought as to the legality of any agenda items.
2. It is the intention of the Town Council that when any matter is put before it for consideration that relevant information be provided to Council members prior to the Council meeting together with the agenda papers. Suggestions should be submitted in the prescribed format by fully completing the form or supplying the same information by email.
3. The report must include information to enable the Council to come to an informed decision.
4. The report must be submitted in writing to the Town Clerk at least by seven clear working days prior to the Council meeting at which it is intended to be considered. For clarity, this excludes the day the request was sent and the day of the meeting.
5. The Town Clerk will then make relevant enquiries and if necessary, prepare a report of the Council in addition to any report drafted by the proposer.
6. All of this information will then be considered by Town Councillors when it is sent out with the agenda papers for the Council meeting and will enable them to make an informed decision on which course of action to take.
7. The adoption of the above policy will NOT preclude Old Bolsover Town Council from consideration of urgent items at the Chairman's discretion.