

# Ennerdale and Kinniside Parish Council

Clerk: Mrs J Coltman

## **AGENDA ITEM REQUEST FORM**

This form is for the use of members of the Council only. If there are any sections that you are unclear about, leave blank - return to Email clerk@eandkpc.co.uk

<b>DATE OF MEETING:</b>	November meeting
<b>AGENDA ITEM:</b> Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Cllrs to do. "To decide...", "To note..." "To review..."	
To adopt the latest version of Standing orders as well as FOI and Complaints procedures presented by the Sub- Committee tasked to update them minute ref 721/05/22	
<b>BACKGROUND INFORMATION:</b> Insert as much information as possible so that Cllrs have the detail that they need in order to make an informed decision. Continue on a separate sheet if necessary.	
<b>BACKGROUND DOCUMENTS:</b> Insert names of documents to be sent out with the meeting papers. (These papers must be hyperlinked to or submitted with this form)	
12a Draft Standing Orders 12b Draft Freedom of Information Policy 12c Draft Complaints Procedure	
<b>COSTS:</b> Insert detail of costs associated with the decision that you are asking the council to make. Remember that there may be indirect costs such as officer time or VAT which cannot be reclaimed.	
Clerks time uploading to website	
<b>BUDGET:</b> Detail which budget the expenditure is to be made from	
N/A	
<b>LEGAL POWER:</b>	
Local government act 1972 section 111	
<b>RECOMMENDATION:</b> Insert the resolution that you are seeking i.e. "to resolve to..." "to note that ..."	
The council adopts the updated standing Orders, complaints procedure and FOI policy	
<b>PLEASE NOTE:</b> Agenda item requests; these must be received by the Proper officer at least 7 days prior to the meeting you request it be discussed at.	
<b>Agenda Item Number: 12</b>	