

Agenda reporting sheet

Insert the date of meeting here:

<p>Agenda Item:</p> <p>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., “to resolve to...” “To note that ...”</p>	<p>Parish Council Vacancies:</p> <p>That this council resolves to take immediate steps to ensure that there is adequate membership on any committees with meetings due in the next calendar month.</p> <p>This council further resolves to highlight any outstanding vacancies in its membership to bolster its capacity to undertake action to support the community which it represents.</p>
<p>Background Information:</p> <p>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why??</p>	<p>Since the annual Parish Meeting in May the council has seen resignations amongst its membership.</p> <p>New councillors have also been co-opted and have made initial positive contributions.</p> <p>There is a requirement for some ad-hoc committees to meet in the forthcoming month and these will require an adequate membership to ensure that business can be conducted quorately and in lines with high levels of transparency and governance to which the council aspires.</p>
<p>Background Documents:</p> <p>Insert names of documents to be sent out with the meeting papers.</p>	

Implications to be completed by the Clerk:		
Staffing Implications		
Council objectives:		
Equalities & Human Rights		
Crime and Disorder		
Biodiversity		
Financial	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power under which the spend can be actioned	
	GDPR - Data Privacy Impact Assessment	
	Other considerations:	
Risk Management		

PLEASE NOTE

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.