Logo

Description automatically generated**AGENDA REQUEST FORM**

**AGENDA ITEMS MUST BE SUBMITTED NO LATER THAN 7 FULL DAYS BEFORE THE DATE OF THE MEETING.**

**Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.**

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| **Name:** |  | **Date:** |  |
| **Meeting type:**  (PC or name of committee) |  | **Meeting Date:** |  |

**AGENDA ITEMS** – Insert wording to appear on the agenda. Please remembers to make it clear what you are asking Councillors to decide. Please also note if you are looking for a specific resolution.

*“To consider…” “To note…” “To review…” “To agree….”*

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**BACKGROUND DOCUMENTS** - Please list names of any documents or supporting information to be attached. All documents must be submitted with the request.

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**COSTS** – Insert detail of costs associated with the decision that your are asking the council to make (if known).

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