

METHERINGHAM, SOTS HOLE AND TANVATS PARISH COUNCIL

AGENDA ITEMS

A notice advertising the council meeting, planning or finance committee meeting should be posted in a conspicuous place at least three clear days in advance of the meeting. There is no legal requirement to display the agenda as well, but it is good practice to do so.

By law, councillors must also be summoned to attend the meeting three clear days in advance. It is a fundamental legal principle that councillors should have time to prepare for the transaction of business at the meeting.

The law requires the agenda to detail clearly the subject to be debated and decided upon. Attached notes to agendas can explain details such as legality, options, costs, timing etc. In some instances this will include a summary of decisions which may be taken.

Chairman, councillors, clerk and members of the public can request an item is added to the agenda, a detailed explanation of the item is required. If the motion is considered unlawful or improper, the Clerk will consult with the Chairman and decide if the motion shall be included or rejected in the agenda.

Chairman, councillors and the clerk must do their homework and come prepared.

Fail to prepare, prepare to fail!

Members should consider, in advance of the meeting, the agenda and any related documents which were sent with the summons.

To assist in the speedy and efficient despatch of business, members requiring further information on issues included on the Agenda are requested to enquire prior to the meeting.

Three clear days notice on the agenda gives all participants time to prepare and make informed decisions.

Members should approach each agenda item asking themselves:-

- What does it mean?
- What is intended?
- What do I, as a member of the council, have to do?
- What do I need to know?
- Does the council have enough information?
- Is it lawful?
- Does the Parish Council have the duty/powers to deal with it?
- What would my electors expect me to do?
- Might I have to declare an interest (Disclosable Pecuniary Interest or Disclosable non-pecuniary)?