

HEALEYFIELD PARISH COUNCIL



Agenda Protocol

Adopted: 27th October 2022

Review Date: October 2025

Healeyfield Parish Council

Agenda Protocol

1 Introduction

All parish and town councils are under an obligation to produce and publicise / publish their agendas on their noticeboards and website. This ensures that the agenda is accessible to a wide audience.

Healeyfield Parish Council (HFPC) has, therefore, produced the following protocol for ensuring that the council agendas are produced following both legal and good practice requirements.

2 Background

The Local Government Act 1972 Schedule 12 paragraph 10(2) ensures all agendas are published (with a minimum of 3 clear days' notice) and that they include all items to be discussed. In addition, it should be noted that if an item is not on the agenda, then it should not be discussed – this applies particularly to items which incur any kind of expenditure.

It should also be noted that the agenda is the responsibility of the Clerk – who compiles it, signs it, and sends it out. Councillors may ask for items to be added and agendas are often discussed beforehand with the Chairman – but the final decision lies with the Clerk to the Council.

3 Agendas

The content of agendas is not determined in law and it is up to individual Councils as to how they deal with the various items.

3.1 HFPC Standing Items

There are several standing agenda items:

- Apologies for Absence
- Declaration of Interests
- Public Participation
- Chairman's Report
- Confirm Previous Minutes
- County Councillor Report
- Correspondence
- Finance / approval of expenditure etc
- Clerks Report
- Planning Applications

In line with Good Practice, the agenda does not include:

- Matters Arising
- Any other business

4 Agenda Protocol

The following deals with adding additional items to the agenda by both members and the public.

1. Compliance

- Agendas will be produced in compliance with the Local Government Act 1972.
- Agendas will be produced one week before the meeting and will be published with at least 3 clear days, usually the Friday before the Thursday meeting.

Agendas will be placed on:

- The Council Noticeboard(s)
- Website

2. Distribution of agendas

Agendas will be e-mailed to all councillors together with relevant information / reports. In addition a printed copy will be delivered to any councillors who require it.

3. Standing Items

The items listed above in para 3.1 will be included on each agenda.

4. Adding items to the agenda

Items can be added to the agenda in the following ways:

- The Clerk will add items as needed for discussion / decisions as required
- Members can ask for individual items to be added. A brief description of what is to be discussed and/or the decision to be made, should be included in order that other members are aware of the item before attending the meeting.
- Items should be forwarded to the Clerk giving a minimum of 10 days' notice, as per HFPC Standing Orders.
- Members of the Public are not able to have items added to the agenda.

5. Items from the Public

- If a member of the public wishes the council to discuss a matter, they can do this by writing a letter or email to the Clerk. This will then be considered under Correspondence.
- This does not preclude a member of the public approaching councillors with their views / comments. Members can give the information required directly to the member of the public but should not use the agenda itself as the vehicle for raising such. If the member considers the matter important enough, then the member should request the item be added to the formal agenda as above.
- If the Clerk is in any doubt about adding such items to the agenda, then the Clerk will seek a consensus view from other members.