

HEALEYFIELD PARISH COUNCIL



Agenda Protocol

Adopted: 6th November 2025

Review Date: November 2028

Healeyfield Parish Council

Agenda Protocol

1 Introduction

All parish and town councils are under an obligation to specify the time and place and business of an intended meeting and to publish this in a conspicuous place. Healeyfield Parish Council has determined that a combination of Parish Noticeboards and the Parish Council Website are appropriate places. This ensures that the agenda is accessible to a wide audience, and this protocol defines the approach being taken.

The Local Government Act 1972 Schedule 12 paragraph 10(2) requires that, at least three clear days before the meeting, the time and place on the intended meeting shall be fixed in some conspicuous place in the parish.

The same paragraph also requires, in the same time frame, that a summons to attend the meeting, specifying the business proposed to be transacted at the meeting (agenda), shall be sent to every Councillor by an appropriate method.

2 Meeting Date, Time & Place

The Clerk will publish, on the Parish Council Website and on the Parish Noticeboards, the date, time and place of Parish Council meetings.

3 Agendas

It should 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.

The content of an agenda is not determined in legislation, 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
- Confirm Previous Minutes
- Public Participation
- Chairman's Report
- 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

4.1 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.

4.2 Distribution of agendas

Agendas will be:

- Emailed to Parish & County Councillors along with the summons. A printed copy can be delivered to any councillor who require it
- Published via the Parish Council Website

4.3 Standing Items

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

4.4 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 / decision, as required.
- Members can ask for individual agenda items to be added. A brief description of what is to be discussed and 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 directly added to the agenda.

4.5 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 respond directly to the member of the public but should not use the agenda itself as the vehicle for doing so. If the member considers the matter important enough, then the member should request the item be added to the agenda as detailed 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.