

# Cawston Parish Council

Cawston Community Hall, Scholars Drive, Cawston, Rugby CV22 7GU

## Proposal Protocol

In order to make a proposal or report to full Parish Council or any of its Committees the following process should be followed: -

1. The Report Template should be completed by a councillor and submitted to the Parish Clerk minimally 7 clear days before the next full council or committee meeting.
2. The author of the document must ensure the contents are accurate and factual.
3. Resolutions requests should be clear and specific so that there is no ambiguity.
4. The councillor preparing the document should ensure that all fields of the template are completed, including estimates, quotes and photographs where needed.
5. The report document should be comprehensive enough to form the basis of a workable plan for the Officers to work to.
6. The Clerk will check the report and ensure that:
  - a. The proposal is within the power and scope of the Parish Council
  - b. The proposal is clear and comprehensive, so the members know what they are being asked to vote on.
  - c. The motion has not already been brought to the Parish Council within the last 6 months.
7. The Parish Clerk, in liaison with the Chairman, holds the right to refuse an item on the agenda if it is:
  - a. not appropriate,
  - b. submitted too late,
  - c. outside the scope of the Parish Council,
  - d. does not have enough information,
  - e. contravenes any of the current policies.
8. The Parish Clerk will contact the document author to discuss alternatives if she/he feels it is incomplete or should be rejected.
9. The contents of the document may be deemed confidential by the Parish Clerk, e.g. if it relates to HR Matters. If this is the case the document as such so it cannot be shared in the public domain.
10. Once the document is accepted by the Parish Clerk and circulated, councillors have a responsibility to read the information fully and attend the meeting fully prepared to discuss and vote on the proposal. Amendments should be discussed at the meeting not in advance of the meeting.

# Cawston Parish Council

Cawston Community Hall, Scholars Drive, Cawston, Rugby CV22 7GU

REPORT FROM:

PRESENTED TO: Cawston Parish Council (Full)/ Committee

DATE:

(Title of the Report)

## Proposal

(What is the motion you are asking the Parish Council to vote on?)

## Background & Details

(Who will benefit from this proposal?) (How do you know there is need/desire for this proposal?)

Give some specifics for the purpose of the report/project/proposal

## Recommendations/ Logistics

(What are you recommending is the best course of action?) (Details of the project/proposal)

Include photos or other evidence if available.

## Financial Implications

(How much is this going to cost?) (items, deliverables, staff cost, ongoing maintenance)  
(Funding sources – reserves, amendment to agreed budget, grant) (has any money been spent already?)

Include quotes, estimates etc.

## Ecological Implications

(Reminder that the Parish Council is duty bound to consider Biodiversity when making decisions?)

## Impact on Policies

(Does the proposal require a new policy or review of any current policies?)