



## Motions for a meeting that require written notice to be given to the Proper Officer

### The following extract taken from Standing Orders section 9

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

# COLNEY HEATH PARISH COUNCIL



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## MOTION REQUEST FORM

Motion requests; these must be received by the Proper Officer at least 7 clear days before the meeting at which you would like your item to be considered at. Clear days do not include the day of the notice or the day of the meeting. If there are any sections that you are unclear about please email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>DATE OF MEETING:</b>                                                                                                                                                                               |  |
| <b>AGENDA ITEM:</b> Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Councillor to do. "To consider...", "To note..." "To review..."                 |  |
| <b>BACKGROUND INFORMATION:</b> Insert as much information as possible so that Cllrs have the detail that they need to make an informed decision.                                                      |  |
| <b>BACKGROUND DOCUMENTS:</b> Insert names of documents to be sent out with the meeting papers. (These papers must be hyperlinked to or submitted with this form)                                      |  |
| <b>COSTS:</b> If there is a cost involved, insert detail of costs associated with the decision that you are asking the council to make. Remember that there may be indirect costs such as staff time. |  |
| <b>BUDGET:</b> If there is a cost, detail which budget cost centre the expenditure is to be made from.                                                                                                |  |
| <b>LEGAL POWER:</b> Does the Council have the legal power to carry out this action or resolution?                                                                                                     |  |
| <b>WORDING OF THE MOTION:</b> Insert the resolution that you are seeking i.e. "to resolve to..." "to note that ..."                                                                                   |  |