AGENDA REQUESTING SHEET

FOR MEMBERS OF THE PUBLIC

|  |
| --- |
| Insert the date of the meeting or committee meeting you wish your item to be discussed at………… |
| Insert the subject of your concern.  *(This should outline the issue you wish to have discussed)* |
| Any Further information so Councillors have the detail they need to make an informed decision, if any. |
| Supporting documents  *(Please list any documents you have already sent to the Clerk.)* |

**Implications to be considered and completed by Office Staff**

|  |
| --- |
| Staffing implications: |
| Council Objectives: |
| Financial implications:  Is there already provision in the current budget……………………………Yes / No  Will there be extra expenditure………………………………………………. Yes / No  If yes, how much more |
| Legal issues  Have all GDPR considerations been taken in to account …………………Yes / No  If yes, how. |
| Risk Management  Does the item require a risk assessment……………………………………yes / No  Has it been carried out? |

**Please ensure that completed forms, must be received be the Clerk at least 10 days prior to the meeting.**

*If there is to be a delay in getting your item on the requested agenda the Clerk will inform you of this and give you the reasons.*