AGENDA REQUESTING SHEET

FOR MEMBERS OF THE PUBLIC

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| 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**

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| Staffing implications: |
| Council Objectives: |
| Financial implications:Is there already provision in the current budget……………………………Yes / NoWill there be extra expenditure………………………………………………. Yes / NoIf yes, how much more |
| Legal issuesHave all GDPR considerations been taken in to account …………………Yes / NoIf yes, how. |
| Risk ManagementDoes the item require a risk assessment……………………………………yes / NoHas 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.*