BRENCHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

Policy: Protocol for Engaging with Local Organisations **Date of adoption by PC: 2 November 2026**

Context

- The Council welcomes all opportunities to engage with local organisations, to discuss issues of relevance to the community.
- Meetings between such organisations and the Council cannot take place or be considered as a formal meeting of the Council,.
- Such meetings may not be used to purely voice complaints to (or about) the Council. These which must be formally addressed to the Clerk, using the Council's Complaints procedure, available on the parish website.

Requirements for Councillors

1. Where a Councillor has a declarable interest, this is made clear in all communications and at all meetings between the Council and the organisation

2. Councillors must declare the interest at the Council meeting when the matter is discussed.

3. Councillors who attend meetings must do so in their personal capacity relating to their interest in the organisation and declare that they are not attending as a Councillor or represent the Council in any way.

Procedure for meetings

1. All requests for meetings with the PC must be made in writing to the Clerk. A request must indicate the purpose of the meeting; the Council cannot attend a meeting where the business has not been specified.
2. The organisation making the request will be expected to appoint a representative to liaise with the Clerk.
3. The organisation's representative will provide any papers, or other material, which will be considered at the meeting in advance of it taking place.
4. Arrangements for the meeting, including an agenda, will be made by the Clerk, in consultation with the representative of the organisation.
5. At the meeting the organisation will be represented by three of its members. The Council will be represented by three councillors, one of whom will act as Chair. The Clerk, or a nominated Councillor, will take notes, and record any actions that are proposed.
6. After the meeting, a report will be presented to the Council, for members to note the outcome of discussions, and to consider any proposals arising from them. The Clerk will then inform the organisation of the Council's resolutions.
7. This document should be read in conjunction with the Council's Standing Orders, available on the parish website.