



Policy: Protocol for Engaging with Local Organisations

Date of adoption by PC: 2 December 2024

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 at the formal meetings of the authority, which are not public meetings.
- 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.

Policy Principles

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.
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 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.