



## AGENDA ITEM REQUEST FORM

If there are any sections that you are unclear about, leave blank – please email to [clerk@warmington.org](mailto:clerk@warmington.org).

<b>INSERT THE DATE OF MEETING:</b>	Click or tap to enter a date.
<b>AGENDA ITEM:</b> Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Cllrs to do. “To consider...”, “To note...” “To review...”	
<i>Click or tap here to enter text.</i>	
<b>BACKGROUND INFORMATION:</b> Insert as much information as possible so that Cllrs have the detail that they need in order to make an informed decision.	
<i>Click or tap here to enter text.</i>	
<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)	
<i>Click or tap here to enter text.</i>	
<b>COSTS:</b> 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 officer time or VAT which cannot be reclaimed.	
<i>Click or tap here to enter text.</i>	
<b>BUDGET:</b> Detail which budget the expenditure is to be made from	
COST:	BUDGET: .
<b>LEGAL POWER:</b>	
<i>Click or tap here to enter text.</i>	
<b>RECOMMENDATION:</b> Insert the resolution that you are seeking i.e. “to resolve to...” “to note that ...”	
<i>Click or tap here to enter text.</i>	
<b>PLEASE NOTE:</b> Agenda item requests; these must be received by the Proper officer at least 2 weeks before the meeting at which you’d like your item to be considered. Please refer to standing orders 9 and 10.	

Motions and ammendments flowchart

