

# Ennerdale & Kinniside Parish Council

## **AGENDA ITEM REQUEST FORM**

This form is for the use of members of the Council only. If there are any sections that you are unclear about, leave blank – return to Email [clerk@eandkpc.co.uk](mailto:clerk@eandkpc.co.uk)

**DATE OF MEETING:** ~~3/12/24~~ 21/01/25

**AGENDA ITEM:** Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Cllrs to do. "To decide...", "To note..." "To review..."

"To amend the Staffing Committee Terms of Reference."

**BACKGROUND INFORMATION:** Insert as much information as possible so that Cllrs have the detail that they need in order to make an informed decision. Continue on a separate sheet if necessary.

The proposed changes will clarify the role of the Staffing Committee regarding delegated financial authority.

**BACKGROUND DOCUMENTS:** Insert names of documents to be sent out with the meeting papers. (These papers must be hyperlinked to or submitted with this form).

Staffing Ctte - Draft TORs v3.docx

**COSTS:** 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.

None.

**BUDGET:** Detail which budget the expenditure is to be made from. N/A

**LEGAL POWER:** N/A

**RECOMMENDATION:** Insert the resolution that you are seeking i.e. "to resolve to..." "to note that ..."

"To approve the revised Staffing Committee Terms of Reference."

**PLEASE NOTE:** Agenda item requests; these must be received by the Proper officer at least 7 days prior to the meeting you request it be discussed at.

**Agenda Item Number:**

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