

Appendix F: Protocol for Items to be Considered for Inclusion on the Town and Community Council Forum Agenda

Introduction & Objectives

At the Town and Community Council (T&CC) forum held on 22/09/25 it was identified that several T&CCs would value the opportunity to have items included for discussion at the T&CC Forum.

There has historically not been a formal mechanism for potential agenda items to be put forward by Town and Community Councils (T&CC) or clarity as to the nature of items.

The Chair posed consideration for the development of a protocol for items to be included on the T&CC Forum agenda. Cllr Melanie Evans, Cabinet Member for Resources suggested that the newly appointee Town & Community Council Liaison Officer (T&CCLO) could take it forward.

Purpose & Mechanism

The Chairs and Clerks' meeting and the Clerks' meeting provide an ideal opportunity for the discussion of issues of common interest and to determine issues which could be put forward for a strategic level debate at the T&CC Forum.

T&CCs have been asked for the T&CC Forum to be a standing item on each Full Council meeting so that the Chair could take it to the Chairs & Clerks meeting.

The Chairs and Clerks' meeting has been invited to have potential T&CC Agenda Items on their Agenda so that they could determine whether it's a collective issue that could be put forward to the Forum.

The Clerks meeting has been encouraged to also have potential T&CC Agenda items the Clerks' meeting can discuss and decide whether it's a collective issue that could be put forward to the T&CC Form.

The following direction should be considered by the Chairs and Clerks' meeting and the Clerks' meeting in determining the suitability of putting agenda suggestions forward.

Items of relevance are likely to be those which:

- ✓ Have direct impact on all, or a significant number of T&CCs
- ✓ Support an effective working partnership between the two tiers of local government
- ✓ Relate to the T&CC Charter
- ✓ Where a collective view from T&CC representatives would be helpful

Items that are likely to be irrelevant include:

- ✓ Those that relate to a single, or small number of T&CCs
- ✓ Those for which other effective channels of communication exist (including issues that are already the subject of detailed consultation)

The items resolved for inclusion should be sent to the T&CCLO by no later than four weeks prior to the T&CC Forum, so that they could be assigned with Democratic Services who provide the secretariat for the T&CC Forum.

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