**Claydon & Clattercote**

**Agenda Request**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED A MINIMUM OF**

**SEVEN WORKING DAYS BEFORE THE DATE OF THE MEETING.**

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| **Name:** |  | **Date:** |  |
| **Contact Details** |  | | |

Which meeting/committee do you wish your agenda to be placed on: (Please tick the box)

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| **Full Council** |  | **Playing Field** |  |  |  |

**Agenda Items - insert** the wording you would like to appear on the agenda.

Remember to make it clear what you are asking councillors to decide.

“To consider…” “To note…” “To review…” “To agree….”

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**Background Information -** insert as much information as possible so that councillors have the detail that they need to make an informed decision.

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**Associated Documents -** list names of any documents or supporting information to be attached. All documents must be submitted seven working days before the meeting.

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**Costs -** insert detail of costs associated with the decision that you are asking the council to make (if known). Copies of quotations should be attached.

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