

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Name of Councillor (or staff member)
On behalf of	Either 'N/A' or list other Councils, name of Working Group or Committee (where deferred to Full Council by Committee):
Date	Date this report was last updated
For Meeting of Council/Committee	Name of meeting
Date of meeting	
Agenda item no.	To be filled in by Clerk
Confidentiality	Either 'N/A' or 'For internal use/Cllrs only'
TITLE OF MOTION	As it is proposed to appear on the agenda
MOTION(S)	Numbered list of motions to be included under the motion heading, with full wording for motions: Start with e.g. 'To receive..'; 'To consider...'; 'To agree to...'; 'To approve...'; 'To decide...'; 'To delegate to...'; 'To vote on....' etc, as appropriate.
Background	Include the following information: - All Council items where the subject of this motion has previously been discussed or relate to (with meeting date and agenda item); - Refer to Council Policies and Procedures where relevant. - All information needed for Councillors to understand any drivers or developments leading up to this motion.
Issues/items for consideration by the Council	- Define what the Council needs to consider and make decisions on. - Insert as much information as possible so that Councillors have the detail they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when, why? - Include information about options considered and any relevant research or data that has been collated. - Where relevant, include any financial details and information about any legal or other implications.
Recommendations	For the Town Council; Repeat the motions and expand here with further information where needed, to ensure Councillors understand what the recommendations are (and why).
Appendices	Detailed information can be put in Appendices instead, and referred to in the texts above.
Documents:	Insert list (with names) of documents to be sent out with the meeting papers. - Also make it clear for each document if it can be shared in the public domain, or whether it is for Cllrs' information only.

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	If needed, please provide details of what feedback is needed and/or what additional research may be needed in order for the motion presenter to finalise the motion paperwork
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear days¹ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please

provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

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SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:		
Staffing Implications: ⁱⁱ		
Volunteer need implications:		
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant:	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant:	
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant:	
Sustainability	Is in line with the Council's Plastic-Free Pledge	
Financial ^{vi}	There are no financial implications at this stage	
	There will be financial implications; Details:	
	There is provision within the budget Budget heading & details:	
	Decisions may give rise to additional expenditure; Details:	
	Decisions may have potential for income generation; Details:	
Other Resource implications (besides finance):	Details:	
Health and Safety implications ^{vii}	Details:	
Legal	Power under which the spend can be actioned: ^{viii}	
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant:	
	Other considerations:	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details:	
Other Considerations:		

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).