

AGENDA ITEM 8

Proposed template for submitting Motions to the Parish Council

West Rainton and Leamside Parish Council

Motion Registration Form

Instructions

- Please use this form to register a motion for consideration at a forthcoming Parish Council meeting.
- Submit this form to the Parish Clerk by the deadline (7 clear days before the next meeting- clear days do not include the day of submission or the day of the meeting)
- No motion may be moved at a meeting unless it is on the agenda and has been seconded.

Registration details

Proposer	Ian Diggory
Date submitted	9 February 2026

Motion details

Title	Introduction of a protocol for dealing with motions submitted by parish councillors.
Description	We are advised that we have too many motions on our agenda to effectively carry out our principal role, that of delivering for the community. We need a process that enables us to deal more efficiently with motions. It is suggested that this type of template, along with a set of criteria for selecting motions to go on our agendas incorporated into our Standing Order 9, will lead to a more efficient way of dealing with motions.
Proposed Resolution	Parish council to consider receiving a report from the Chair and Clerk with details about how to submit a motion, how they are selected for an agenda and how they are dealt with during meetings.
Supporting information	<i>(This should be brief but could be attached as an Appendix. The proposer would get an opportunity to explain this information to the meeting)</i>

For Parish Clerk's Use Only

Date Received	
Motion Number	
Meeting Date for Consideration	

Note: The Parish Clerk reserves the right to reject motions that do not comply with the Council's Standing Orders or submission deadlines.