

11th October 2016

BUXTED PARISH COUNCIL

PROCEDURE RE CONSULTATION REQUESTS

1. Consultation requests received by Buxted Parish Council will be referred by Clerk to the next Full Council Meeting.
2. The Council's decision on whether to respond to a consultation shall be recorded in the minutes.
3. The consultation documents will be forwarded to the appropriate Committee for review or the Full Council may set up a specific Working Group to review the documents.
4. It is the responsibility of the Committee or Working Group to provide a recommendation to the Full Council within the timescale of the consultation.
5. Any recommendation re a consultation from a Committee or Working Group must be approved by the Full Council before it is submitted to the relevant organisation.