

URGENT BUSINESS

Where a decision is required before the next meeting of the Council or any standing committee, or if there is insufficient time for an extraordinary meeting to be called, decisions shall be taken by the Clerk (or in their absence the Chairman) of the Council in consultation with the Chairman and Vice-Chairman, as well as the relevant Chairman within the remit of whose meetings the decision falls.

In all cases, the Clerk will ensure that details of the decision will be circulated to all Members of the Council within seven days and reported to the next appropriate Council meeting and recorded in the minutes.

Wherever possible, the Clerk will contact all Members of the Council to canvass views prior to a decision being taken.

May 2017