



LLANHARAN COMMUNITY COUNCIL PETITIONS POLICY

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This policy sets out how the council will respond to formal petitions.

Introduction

The Council welcomes feedback from members of the public and offers many opportunities and ways to do so as a matter of course. The preferred method is through direct contact with individual Councillors or during public participation sessions in Full Council meetings.

The Council recognises that petitions are one way in which people can let the council know their concerns.

The Council will treat something as a petition if it is identified as such, or if it seems to them that it is intended to be a petition, and has at least 10 signatories.

An acknowledgement will be sent to the petition organiser within ten working days of receiving the petition, to let the organiser know what the Council plans to do with the petition and when they can expect to hear from the Council again.

How the Council will Accept a Petition

Petitions should be addressed to the council and submitted to:

The Clerk, Llanharan Community Council, 2a Chapel Road, Llanharan CF72 9QA
clerk@llanharan-cc.gov.wales

Petitions can also be presented during the Public Participation section of a Full Council meeting, the details of which are published on the council's website and noticeboard.

Signatories to petitions will only be accepted if they live, work or study within the



community council area.

Petitions submitted to the council must include:

1. A clear and concise statement covering the subject of the petition and the action the petitioners wish the council to take
2. The name, address and signature of any person supporting the petition

2.5 Petitions must be accompanied by contact details, including either a postal or e-mail address, for the petition organiser. This is the person the council will contact to explain how it will respond to the petition. If the petition does not identify an organiser, the council will contact signatories to the petition to agree who should act as the organiser.

What the Council will do with a Petition

A petition with 100 or more identifiable signatures will be included on the agenda at the next suitable meeting of the Full Council or the relevant committee, as determined by the Clerk, in consultation with the Chair.

Where a petition is considered by a committee, the Chair of the committee shall report on this to the next Full Council meeting.

The petition organiser (or an appointed deputy) will be given five minutes to present the petition at the meeting, and the petition will then be discussed by members for a maximum of 15 minutes.

The council will determine how to respond to the petition at this meeting; usually this shall be either:

- to action the petition requests, or
- not to action the petition requests for reasons put forward in the debate, and/or
- to commission further investigation into the matter.

A petition with between 10 and 99 signatures shall be reviewed by the Clerk, Chair and relevant members (e.g., the appropriate committee members) to determine the appropriate course of action.

At the discretion of the Chair, a petition may be referred to Council or the appropriate committee for debate as if it had over 100 signatures.

The petition organiser will receive written confirmation of the decision.



General Provisions

A petition will not normally be considered if a similar petition was considered within the previous six months.

When more than one petition is received seeking the same outcome, they will be treated separately, but only the petition organiser of the first petition to be received will be invited to address the relevant meeting.

If the petition is about something over which the Council has no direct control, it may consider making representations on behalf of the community to the relevant body.

Petitions will not be presented to the Annual Meeting of the Council, nor to extraordinary meetings which are not called for the purpose of receiving the petition.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.