



# PETITIONS POLICY

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# BEMBRIDGE PARISH COUNCIL

## PETITIONS POLICY

### 1. Introduction

Bembridge Parish Council welcomes and recognises petitions as one way in which people can let the Council know of their concerns. All petitions will receive an acknowledgement within 10 working days of receipt.

### 2. Content of Petitions

**Petitions must contain the following information:**

- A clear and concise statement identifying the subject matter of the petition
- A statement specifying the number of pages to the petition and the number of signatories
- The full printed name, address, telephone number and signature of the person lodging the petition, together with the name of the organisation/group they represent, if the petition is submitted on behalf of that organisation/group

**Petitions must contain:**

- A heading on each page indicating the subject matter of the petition and the action sought from the Council
- A brief statement on each page of the subject matter and the action requested
- Name, address including postcode and signature of registered Bembridge electors who support the petition
- The petition must give the opportunity for those putting their names on it to agree or disagree with the question or issue raised on the petition – therefore it must have a yes and no box or agree and disagree box

### 3. Lodging a Petition

A person may lodge a petition with the Council by forwarding it to:

The Clerk, Bembridge Parish Council, 5 Foreland Road, Bembridge, PO35 5XN

The Clerk will register the Petition and ordinarily arrange for it to be tabled at the next meeting of the Parish Council. However, a petition will not be tabled if, in the opinion of the Clerk:

- it does not contain the content details outlined above
- it is defamatory, vexatious or abusive
- relates to a lease, contract or permit
- any action it proposes is unlawful or beyond the control of the Parish Council

If the petition is not to be tabled, the Clerk will notify the person lodging the petition within 21 days after the lodgement, together with the reasons for it not being tabled.

If the petition is to be tabled, The Clerk will advise the person lodging the petition about the date the petition is to be tabled.

#### **4. Determining Petitions**

The Parish Council will decide what action, if any, it will take on the petition after the petition is tabled at its Meeting. In the Minutes of the meeting Council will record the subject matter of the petition, the number of signatories to the petition and what action, if any it will take. The Clerk will notify the person lodging the petition of the Council's decision within 21 days following the meeting.