

NOTICE OF MOTION FOR FULL COUNCIL

See [Part D of the Council's Constitution – Council Procedure Rules](#) – for the rules on motions

Title of Motion:	<i>Consider an appropriate title which reflects the proposed actions of the motion</i>
Date of Council meeting:	
Proposer of Motion: (Name, and signature if hard copy submitted)	<i>Any signatures will be removed from the version printed in the Council book</i>
Seconder of Motion: (Name, and signature if hard copy submitted)	<i>See above</i>

Background/supporting information (maximum 300 words):

Include here any relevant information in support of the recommendations to be considered by the Council, (which should be specific to the active part of the motion) ensuring it provides enough information for the Council to make a lawful decision. E.g. if the decision would have a financial cost to the Council if agreed, that needs explaining here including where the money would come from.

Statements of belief etc attributed to the Council are not appropriate, this section should be factual in nature. Any statistical information must reference recognised and verifiable sources and include links where possible.

Note this section of the motion cannot be amended and it will not be included in the minutes.

Motion to be proposed (active section):

This should be the actions the Council are being asked to take, similar to recommendations in Council reports. Examples of actions - the Council can be asked "to note", "to agree", "to endorse" "to call upon" "to write to". The matter could also be referred to the relevant Cabinet Member / Policy and Performance Improvement Committee for consideration.

Where there is more than one action, each part should be separated out with a number: e.g.:

- 1. That the Council agrees / notes / endorses / calls upon*
- 2. That the Council writes to*
- 3. That the Council refer the matter to...*

Note this section can be amended and it will be included in the minutes.

Date and time received:
(for completion by Democratic Services)