

# ASBY PARISH COUNCIL

## **Model Procedure for Handling Consultations and Surveys (except planning applications)**

1. Within 7 days of receipt of a consultation, the Clerk will notify the Chair who will then decide, in the light of the response timetable, whether the Council's response is to be decided prior to the next meeting of the Council, at the next regular meeting or at a special meeting.
2. If the Council's response is to be decided at the next regular or a special meeting, the Chair will decide what papers about the consultation/survey (including a draft response, if appropriate) are to be circulated by the Clerk to councillors beforehand.
3. If the Council is to respond prior to the next meeting, the Chair and Clerk will consult with other members of the Council. The Chairman will then instruct the Clerk on the response that is to be submitted on behalf of the Council. The response submitted will then be reported to the next meeting of the Council for confirmation.
4. In the event of it being decided that no formal response will be submitted, the Clerk will nevertheless write and inform the consulting body that on this occasion the Council has no observations to make.