

**FAIRBURN PARISH COUNCIL**  
**AGENDA REQUEST FORM**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED A MINIMUM OF SEVEN CLEAR DAYS BEFORE THE DATE OF THE MEETING.**

<b>NAME:</b>		<b>DATE:</b>	
<b>CONTACT DETAILS</b>			

**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE.

"To consider..." "To note..." "To review..."

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**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

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**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED FIVE WORKING DAYS BEFORE THE MEETING.

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**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN). COPIES OF QUOTATIONS SHOULD BE ATTACHED.

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