STAVERTON PARISH COUNCIL
Policy 005

Policy on dealing with dispensation requests

It shall be the policy of the above Council that:

Dispensations requests shall be made by each individual Parish Councillor in writing in the form attached to this policy and duly signed. The dispensation request shall then be passed to the Clerk. The Clerk shall then ensure that each Dispensation Request is presented at the following Parish Council meeting, whether it be an Ordinary or an Extraordinary meeting, for the Parish Council to agree whether to grant the dispensation or not. If a Dispensation Request is approved, the Clerk shall duly sign the form and keep the form on file. If denied, the reason for such decision may be written to the application and the Dispensation Request form kept on file by the Clerk.

All Dispensation Requests must be made before discussion of the business for which the dispensation is applied for. If necessary, this can be during the meeting at which the matter is being discussed.

Policy reviewed: 2nd July 2019