

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



PETITIONS POLICY

Adopted: 31st July, 2023

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1. INTRODUCTION

- 1.1 Llantwit Fardre Community Council welcomes feedback from its residents and petitions are just one of many ways that people can let us know their concerns.
- 1.2 A petition will be treated as such if it has at least 10 signatories or petitioners.
- 1.3 Petitions should be addressed to the Council and submitted to:

The Clerk,
Llantwit Fardre Community Council,
rear of Carnegie Parish Hall,
Main Road,
Church Village.
CF38 1PY

clerk@llantwitardre.cc

- 1.4 Petitions can also be presented at any of the scheduled Council meetings during the Public Break.
- 1.5 Signatories to petitions will only be considered valid if they are resident within the four Wards (Church Village, Efail Isaf, Llantwit Fardre and Tonteg) of the Community Council.
- 1.6 Petitions submitted to the Council must include:
 - 1. A clear and concise statement covering the subject of the petition and the action the petitioners wish the Council to take.
 - 2. The name, address and signature of any person supporting the petition.
- 1.7 However, petitions shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents. Therefore, the Council will not consider any petition that it has no direct control over.
- 1.8 Petitions must be accompanied by contact details, including either a postal or email address, for the petition organiser in order that the Council can contact this person to explain how it will respond to the petition. If the petition does not identify an organiser, the Council will contact the first signatory to the petition to agree who should act as the organiser.

2. PETITIONS WITH 100+ SIGNATURES

- 2.1 A petition with 100 or more identifiable signatures will be put forward for debate, as a separate agenda item, at the next suitable meeting of the Council or the relevant Committee.
- 2.2 Where a petition is debated by Committee, the Clerk will report this to the next Council meeting.
- 2.3 The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by Members for up to a maximum of 15 minutes or at the discretion of the Chair.
- 2.4 The Council will determine how to respond to the petition at this meeting; usually this shall be to:
 - Action the petition requests
 - Not action the petition requests
 - Investigate the matter
- 2.5 The petition organiser will receive a written confirmation of the decision.

3. PETITIONS WITH 10 – 99 SIGNATURES

- 3.1 A petition with between 10 and 99 signatures shall be reviewed by the Clerk, Chair of the Council and the relevant Members (e.g. the appropriate Committee Members or Ward Members) to determine the appropriate course of action.
- 3.2 The petition organiser will receive a written confirmation of the decision.

4. GENERAL

- 4.1 An acknowledgement will be sent to the petition organiser within ten working days of receipt.
- 4.2 A petition will not normally be considered if a similar petition was considered within the previous six months.
- 4.3 When more than one petition is received seeking the same outcome, they will be treated together and the petition organisers will decide amongst themselves who is to address the meeting.
- 4.4 The Council will not consider any petition that it has no direct control over.
- 4.5 Petitions will not be presented to the Annual Meeting of the Council nor to Extraordinary meetings which are not called for the purpose of receiving the petition.
- 4.6 Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.