



Marlborough Town Council

Petitions Policy

Introduction

Marlborough Town Council welcomes feedback from its residents and this can be done in a number of different ways:

- By attending Town Council meetings
- Through contact with Town Councillors
- By visiting the Town Council offices
- By post to Marlborough Town Council, 5 High Street, Marlborough, SN8 1AA
- By telephone on 01672 512487
- By e-mail – enquiries@marlborough-tc.gov.uk

By getting in touch, it allows the Council to answer questions quickly and if a policy decision needs to be made, it will be placed on the appropriate agenda.

If a parishioner feels that their concerns have not been satisfactorily met there is a complaints procedure which is covered in a separate policy.

The Council recognises that petitions are one way in which people can share their concerns on a particular subject. The Council will treat something as a petition if it is identified as such or if it seems that it is intended to be a petition.

Petitions submitted to the Council must include:

- A clear and concise statement explaining the subject of the petition, stating what action the petitioners wish the Council to take.
- Full contact details of the petition organiser. This is the person the Council will contact on receipt. If the petition does not identify a petition organiser, contact will be made with signatories on the petition to agree who should act as the petition organiser
- The name, address and signature of any person supporting the petition.
- Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

What will the Council do when it receives a petition?

- An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition.
- Details of the petition will be published on the Council's website (personal contact details will not be included).
- The petition will be placed on the next relevant agenda, details of which will be shared with the petition organiser.

Meeting procedure:

Adopted on 20th May 2019

- The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by Councillors
- The Council will decide how to respond to the petition at this meeting
- The Council may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter
- The petition organiser will receive written confirmation of the decision.

If the petition is about something over which the Council has no direct control, it will consider making representations on behalf of the community to the relevant body.

Paper petitions can be sent to:

Mrs Shelley Parker, PSLCC
Town Clerk
Marlborough Town Council
5, High Street
Marlborough
SN8 1AA

Review of Procedure:

This procedure will be reviewed from time to time to ensure that it remains effective.