



ORDER OF PROCEEDINGS:

SPECIAL MEETING OF THE PLACE COMMITTEE TUESDAY 19 FEBRUARY 2019 AT 4.00 PM

The format of the Special Meeting of the Place Committee is as follows :

1. The Convenor will ask if there any apologies from Committee Members.
2. The Convenor will check if any Committee Member wishes to declare an interest in any of the items being discussed.
3. The Convenor will outline the procedure that will be followed.
4. The Monitoring Officer will present her report to the Committee.
5. At this point in the proceedings, the petitioners from Clackmannanshire Citizens' Advice Bureau will present their petition.
6. The petitioners will have 5 minutes (approximately) to present their petition. The timing is at the discretion of the Convenor.
7. The Committee will listen to the views of the petitioners and ask questions to help decide on the most appropriate course of action.
8. The Convenor will bring the meeting to a close by advising all petitioners that the Committee's decision will be notified in writing to the Principal Petitioner within 7 working days. All petitioners will then be asked to withdraw from the meeting.
9. The Committee will debate and decide on the most appropriate course of action. Council officers will be present and the Committee can ask officers questions to inform their decision making.
10. The Committee will report on every petition, in respect of which it has heard representations, to Council with its recommendation on how the petition should be disposed of, which could include:
 - Agreeing that the issue raised does not merit further action at this stage
 - Instructing an officer to complete an investigation and submit a report with recommendations on the disposal of the petition to a future Council meeting.

