

# **Broxtowe Borough Council Constitution**

**Chapter 5 part 6 – Charter for Consultation and Relations  
with Parish and Town Councils**

## **CHARTER FOR CONSULTATION BETWEEN BROXTOWE AND THE PARISH AND TOWN COUNCILS**

1. This Charter applies to all Broxtowe's services and affirms Broxtowe's commitment to the flow of information between Broxtowe and the parish and town councils in order to encourage community working.
2. Both Broxtowe and the town and parish councils who are signatories to this Charter believe in the importance of working in partnership for mutual benefit and for the better representation of local community aspirations. The Charter is designed to strengthen communications through information exchange and through consultation.
3. Broxtowe will give parish and town councils up-to-date public information about its services and facilities as follows: its annual report, the public agenda for Council and committee meetings (for those parish and town councils which want that information), copies of planning applications in accordance with the statutory procedures, a current list of its members and committee membership, a calendar of meetings, a current list of key contact officers, information about applications for entertainments licences within the parish and town. Broxtowe recognises that parish and town councils may have different requirements and aspirations and will therefore try to meet requests for information and consultation in a flexible and responsive way.
4. In their turn, parish and town councils will supply their ward representatives with agendas for parish and town council meetings (if they are desired). Parish and town councils will also assist in keeping their ward representatives informed of local views on current issues and seek to maintain close contact with them. Whilst recognising the pressure on the time of Broxtowe members, the parish and town council will seek to invite ward councillors to parish and town council meetings.
5. Broxtowe will provide speakers to address local councils on matters for which it has responsibility as appropriate and as soon as practicable.
6. Each parish and town council will seek to keep Broxtowe informed of changes in local circumstances thereby assisting Broxtowe to provide a better service to residents of the Borough.
7. Where appropriate Broxtowe will seek to give informal advice to parish and town councils regarding legal, financial and technical matters.

8. Where Broxtowe is consulting parish and town councils, it will indicate the date by which responses are needed. Following such consultation Broxtowe will inform the parish and town councils of the decision taken.

Date .....

Signed .....  
for Broxtowe Borough Council

Signed .....  
for Parish Council