



## **PUBLIC PARTICIPATION AT MEETINGS**

**Resolved by Council in November 2016**

**Review Date: November 2020**

Questions or comments from members of the public shall appear as an agenda item for all Parish Council meetings (including extraordinary and planning committee meetings). It shall be held after declarations of interest so that everyone is aware if a member has a prejudicial interest. The guidelines are a maximum of 15 minutes and no more than 5 minutes devoted to any one topic. In the event of several people wishing to speak either in favour or against the issue, the respective group(s) will be requested to select one spokesperson to address the Council. One person wishing to speak either in support or against the issue will be allowed to address the Council even if no other person wishes to present an opposing argument.

The Chairman has the right to extend the time for Public Participation.

Members of the public are able to raise issues of concern, though only items on the agenda will be considered by the Council at the meeting.

### **Members of the public are reminded that the following procedures will apply:**

Questions and presentation of petitions will be allowed on matters affecting the Parish Council during the allocated Public forum. The time allocated to the public participation session of the meeting shall not exceed 30 Minutes.

The Chairman will invite those who wish to speak to put their hands up and identify themselves. Their names will be taken by the Clerk, and they will each be invited in turn to

speak. It should be noted that members of the public who do not indicate they wish to speak when invited to do so, will not be allowed to do so.

Each individual questioner shall only be allowed to speak once and shall be restricted to three minutes.

The question must be relevant to the business of the Parish Council or Committee and shall not require a response or debate, as the item will be debated at the meeting. Although questions need not be submitted in advance in writing, it should be noted that questions presented in that form are more likely to receive a detailed response and may, if the Clerk deems it appropriate, be included on the Agenda for the consideration of the Parish Council.

Questions to the Planning Committee shall be relevant to a specific item(s) on the agenda.



Question should be directed to the Chairman of the meeting who may request another

Member, or the Clerk, to respond. Questions regarding matters not on the Agenda will be noted and be answered at a later stage or, if a decision by the Parish Council is required, added to the Agenda of the next meeting.

**Answers to questions may take the form of:**

A direct oral response. When the desired information is contained in a publication, by reference to said publication.

When considered appropriate, then a written reply may be considered.

Questions that relate to individual affairs of either the questioner or any other named person are not permitted, but only questions relating to matters of policy or practice i.e. matters of general rather than individual concern. Any question, which in the opinion of the Chairman is scurrilous, improper, capricious, irrelevant or otherwise objectionable, shall be disallowed.

**It is undesirable to allow members of the public to speak throughout the meeting as this runs the risk of confusing the roles of Councillors, who participate in the meeting, and members of the public who observe. Members of the public will not be allowed to speak during the debate by the Council. The Chairman may decide to adjourn the meeting where Councillors express a wish to seek additional clarification from members of the public.**

Members of the public should not heckle or otherwise disrupt proceedings and should respect the rulings of the Chair. The Chairman of any meeting has an inherent right to exclude a disorderly person. Members of the public have a legal right to be present so excluding one or more of them will be a last resort. Alternatively if there is serious disorder the Chairman may decide to adjourn the meeting for a short time to allow people to calm down.