

Public Participation Sessions

1. Public Participation Sessions will take place 15 minutes before the scheduled start of a properly convened Parish Council meeting. For example, if a Parish Council meeting is due to start at 7.30pm then the Public Participation Session will start at 7.15pm.
2. Public Participation Sessions will last for 15 minutes.
3. The Chair of the Parish Council meeting will control the Public Participation Session. The decision of the Chair upon proceedings at this Public Participation Session will be final.
4. Good manners and respect for others are expected at all time from all in attendance during the Public Participation Session.
5. Prior to an Ordinary meeting of the Parish Council, only items which appear on the agenda for that meeting will be discussed at a Public Participation Session. Complaints to the Parish Council will not be permitted; these should be made via the council's adopted complaints procedure.
6. If detailed issues are to be raised by the public then they must be put in writing to the Clerk to Parish Council. They will then be considered for inclusion on the agenda at a future meeting, this includes any detailed financial issues.
7. It is at the Chair's discretion whether questions raised will be answered at the meeting or dealt with after the meeting by written response to the enquirer.
8. That Parish Council cannot take comments or questions on any issue raised at a Public Participation Session unless the issue is specified on the agenda of the Parish Council meeting or the Clerk has delegated powers to deal with it as urgent, ie highway repairs.
9. A member of the public may speak for 3 minutes only on one subject during a Public Participation Session.
10. Members of the public at this Parish Council meeting may be filmed or audio recorded by other members of the public at this meeting. It is not the normal policy of the Parish Council to record meetings in any way (except in writing) but if, in exceptional circumstances the Parish Council has decided to do so, attendants at that meeting will be informed.

RULES AND EXPECTATIONS OF THE PUBLIC DURING THE FORMAL COUNCIL MEETING

1. In the formal council meeting there is no right for members of the public to speak without a resolved invitation of the Parish Councillors at the meeting (*not just the Chair*).
2. If a member of the public wishes to speak when a Parish Council meeting is in session they must signal this, by putting a hand in the air to the Clerk. The Clerk will then inform the Chair who will come to them at an appropriate point in the proceedings. The Chair will then seek a resolution from council to permit that person (only) to speak, please be patient while this necessary procedure is undertaken.
3. You will only be permitted to speak during the formal meeting if you have information for the council which may impact on its decision making in a specific issue at that time. Complaints will not be accepted in the meeting; any complaints are to be referred to the Clerk by way of the council's complaints procedure'.
4. Any member of the public who is disruptive, ill-mannered and/or disrespectful will be asked to be silent. If there is any further disruptive, ill-mannered and/or disrespectful behaviour the Chair may suspend proceedings until those concerned have left the room. It is in the Chairs power to adjourn the meeting in the face of behaviour prejudicial to transacting the business before the meeting of the Parish Council.