



## Public Participation at Meetings

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1. The parish council meeting is not a public meeting but a meeting conducted in public.
2. The agenda is the official order of business for parish council meetings. By law, the parish council cannot take actions on items or issues that are not listed in the agenda.
3. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
4. Public participation takes place before the agenda starts.
5. Public participation will be for a maximum period of 30 minutes.
6. A maximum of 5 minutes is permitted for someone to speak to a point.  
Supplementary comments or questions are solely at the discretion of the Chair.
7. If a member of the public wishes to make a representation or ask a question at the meeting they must submit this to the Parish Clerk two days before the meeting either in written or email form if they wish to speak. This is to allow time for the council to research and prepare for an appropriate response. If a decision by the parish council is required it may be added to a future agenda.
8. In the event of a group people wishing to speak on a particular point the group will be requested to select one person to address the council. If someone wants to give a view contrary to the group they should be allowed to speak.
9. For extraordinary parish council meetings where the agenda is usually a single item issue the public participation comments should only refer to that item.
10. Neither councillors nor the Clerk should be put under pressure to respond immediately to representations or questions made in the public participation. There should be no debate or discussion between the council and the public unless the Chair feels it is appropriate. If requested a written response can be forwarded in 14 days. Where appropriate these responses will be made available on the Parish Council website.
11. The Chair has the right to say that any question or statement is inappropriate and will not be accepted.
12. If a member of the public wishes to raise an issue or concern they are also welcome to email the parish clerk at any time. There will be a written response in 14 days. Where appropriate these responses will be made available on the Parish Council website.