

SHADWELL PARISH COUNCIL

GUIDANCE ON PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

1. All Parish Council meetings will normally include a session when the press or members of the public can ask questions or make representations to the Parish Council. Any issue affecting Shadwell or residents of the parish may be raised, including ongoing issues.
2. Any matters not on the agenda may be discussed by the Parish Council or the appropriate committee at a future meeting.
3. The public participation session will be held near the start of the meeting, usually immediately after any declarations of interest by parish councillors.
4. At full council meetings, there will be a second opportunity to make comments towards the end of the meeting, but there will be no further discussion of any comments made.
5. Participation sessions will be limited to 10 minutes at full council meetings and 5 minutes at committee meetings but may be extended at the chairman's discretion. The second session at full meetings will be limited to 5 minutes.
6. Any individual is asked not to speak for more than 3 minutes.
7. Complaints regarding the Parish Council, councillors or the Clerk should be made in writing direct to the Clerk or Chairman and should not be raised during public participation sessions.
8. Any complex or detailed matters should be raised with the Clerk before the meeting or put in writing.
9. The Council or a committee cannot take a decision on any other issues raised during a public participation session, unless the issue is included on the agenda of the meeting or the Clerk has delegated powers to deal with it as urgent, for example, reporting highway repairs.
10. The chair of the meeting will control the public session and his or her decision on this part of the meeting will be final.
11. Persons attending any parish council meeting are expected to behave respectfully towards councillors, employees and each other. Any person who disturbs the proceedings of a meeting may be asked to leave.

PLEASE NOTE THAT COUNCIL MEETINGS ARE NOT PUBLIC MEETINGS AND MEMBERS OF THE PUBLIC ARE NOT ALLOWED TO SPEAK UNLESS INVITED TO DO SO AND PERMITTED BY THE COUNCIL