RULES FOR PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

Meetings of the Parish Council are **NOT** public meetings. Members of the public have a statutory right to attend meetings of the Council as *observers.*

Members of the public have no legal right to speak unless the Parish Council Chair

authorises them to do so. However, as part of its community engagement, Parish Councils can set out a time for public participation at an agreed time when members of the public are invited to speak.

Members of the public should **NOT** be involved in the decision making of the Council. The Council cannot make any instant decisions at the behest of members of the public on items that are not included on the agenda. As a matter of best practice, 'Public Participation' will be kept separate from the debate of the Councillors.

Members of the public are welcome to stay for the Council meeting after the public session as *observers* but will **NOT** be able to join the discussion for the rest of the meeting. This will be managed by the Chair.

RULES FOR PUBLIC PARTICIPATION

- Public Participation shall not exceed 20 minutes in total directed by the Chair of the meeting.
- The time for each member of the public to speak is limited to 3 minutes
- If more than one member of the public wishes to speak on the same topic, they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the time set aside.
- The Chair has the right to say that any question or statement is inappropriate and will not be accepted and stop the speaker from continuing. If the speaker ignores the requests of the Chair, they will be asked to leave the meeting.
- Members of the public do not have a right to force items onto the Council agendas.
- Members of the public do not have a right to insist on how matters are recorded in the minutes.
- A brief record of topics raised during Public Participation will be included in the minutes of the meeting.
- All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no personal reference made to any person or persons identified at the meeting.