

A Guide for Members of the Public

Public Participation at meetings of Walgrave Parish Council

The Parish Council has adopted 'Standing Orders' based on the National Association of Local Council's model. It is these 'Standing Orders' that govern procedures at Parish Council meetings and form the basis for this guide.

- Meetings are open to the public and the Parish Council welcome attendance.
- Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. These representations are made during the allotted agenda item 'public address to the council'.
- Members of the public may not intervene or participate in the meeting outside of the allotted agenda item 'public address to the council'.
- Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- A question asked by a member of the public during the public session does not automatically require a response or debate by the Parish Council. However, the Chairman may direct a response to a question to a Councillor for an oral response or to the Clerk for a written or oral response.
- The Chairman directs the order of speaking if more than one person wishes to address the council. If several members of the public are in attendance in relation to the same agenda item the Chairman will ask the speakers not to repeat an issue already raised by an earlier speaker. If many members of the public are in attendance in relation to the same agenda item the Chairman will ask them to nominate a speaker to raise the common issue.
- The speaker should address his representations to the Chairman.
- Public address sessions at meetings are recorded in the minutes of the meeting.
- Photographing, recording or transmitting the proceedings of a meeting is not permitted without the Parish Council's prior consent.

- Very occasionally meetings, or part of meetings, may be closed to the public and the press. Meetings are open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business or for other special reasons. At the time the meeting is closed to the public the council is required to give the reason for the public exclusion.
- The public may enter and leave the meeting room at any time during the meeting but they are asked to do so considerately and with minimal disruption.
- The press are entitled to be present at meetings.

We thank you for your anticipated co-operation in adhering to the rules of public participation at our meetings.

This guide is to be made available to all members of the public attending a Walgrave Parish Council meeting. It is to be placed on the website, made available in advance of a meeting upon request or passed to the public upon arrival at a meeting.

On behalf of Walgrave Parish Council
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