

THORNER PARISH COUNCIL POLICY ON PUBLIC PARTICIPATION IN PARISH COUNCIL MEETINGS

PUBLIC SESSION

1. A public session will take place just after 7.00pm, under Item 3 of the meeting agenda of the Parish Council.
2. The session will last no more than 15 minutes.
3. The chairman of the Parish Council (or whoever is presiding at the meeting) will control the public session and his/her decision upon proceedings at this part of the meeting is final.
4. Good manners and respect are expected during the session.
5. Complaints to the council cannot be made during the public session; these should be addressed via the Council's adopted complaints procedure.
6. If detailed issues are to be raised by the public then they must be put into writing. Any detailed financial issues can be included in this, although the Council may wish to address current but minor financial issues where it can in the session.
7. It is at the chairman's discretion whether questions raised will be answered at the meeting or dealt with after the meeting by written response to the enquirer.
8. The Parish Council cannot take a decision on any issue raised at public session unless the issue is specified on the agenda of the meeting or the clerk has delegated powers to deal with it as urgent, for example highway repairs.
9. A member of the public may generally speak for no longer than five minutes, although this is at the discretion of the Chairman.
10. The Council permits the tape recording of its meetings. The person making the recording must inform those present before commencement of the formal proceedings.

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 invitation of the Council (not just the chairman).
2. If a member of the public wishes to speak during the meeting they should indicate by hand and the chairman will come to them if and when there is an appropriate point in the proceedings. The chairman will seek a resolution from the Council to permit you 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. 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. If members of the public are disruptive in the meetings or do not adhere to these rules, they may be asked to leave.



Kate James 11th September 2013
Clerk, Thorner Parish Council
16 St Peter's Garth, Thorner, LS14 3EE
Tel.: 0113 2892434
Email: clerk@thorner-parish-council.org.uk