



## **Procedure for Public participation at Parish Council Meetings**

1. Members of the public are entitled to attend meetings of the council, and the council welcomes your presence.
2. Meetings are managed in accordance with the requirements of the law and the council's standing orders.
3. The chairman of the council will normally preside and will decide any question about the meeting's procedure.
4. Members of the public will be invited to speak, as indicated on the Agenda, for up to 5 minutes each. The maximum time allocated for public participation is 30 minutes. At all other times, unless invited by the Chairman to speak, members of the public are asked to remain quiet to allow the effective conduct of the business of the meeting.
5. Members of the public interrupting the proceedings of the meeting may be asked to leave, and the chairman may adjourn the meeting to restore order.
6. All persons attending meetings of the council are expected to conduct themselves in an orderly way and to treat each other, the council members and representatives with respect.
7. If the council decides to consider an item in confidential session, members of the public will be required to leave the meeting. Usually this is to consider items relating to staff issues e.g. salaries and contracts, or legal matters where public knowledge would prejudice fair process.
8. Please ensure that mobile phones are switched off or silent to avoid disruption of the meeting.
9. All persons attending the meeting should be aware that they may be recorded and/or photographs may be taken during the meeting. If you do not wish to be recorded, please alert the Chairman or Clerk.