



CLINT CUM HAMLETS PARISH COUNCIL



www.clintcumhamlets.co.uk

PUBLIC PARTICIPATION SESSION RULES

1. A session will take place immediately prior to the commencement of the actual council meeting where the public may participate. This will follow a vote from the Parish Council on whether to allow such a session.
2. The duration of this session will be a maximum of 15 minutes.
3. The chairman of council will manage the public session and their decision upon proceedings at this part of the meeting are final. All questions should be directed to the chairman. Only one person is allowed to speak at a time. If more than one person wishes to speak the chairman shall direct the order of speaking.
4. In all cases, good manners and respect are expected during the session.
5. The type of issue that members of the public are expected to raise concern items on the forthcoming Parish Council meeting agenda ONLY. Complaints to the council are not permitted; 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 in writing. This may include financial issues, although the council may 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. Any question asked may not be used to start a debate.
8. The council cannot take a decision on any issue raised at public session unless the issue is specified on the agenda of the council meeting or the clerk has delegated powers to deal with it as urgent, ie highway repairs.
9. The length of time that a member of the public may speak is limited to no more than 3 minutes as per the council's standing orders.

10. Members of the public are advised that they may be filmed, or audio recorded by members of the public at the meeting. The council will advise if the council is making its own recording, whether visual, audio or both.

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.
2. Should a member of the public want to speak they must indicate by raising a 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 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. Should members of the public not adhere to these rules or are in anyway disruptive in the meeting, they may be asked to leave.