

Great & Little Preston Parish Council

RULES FOR THE PUBLIC ATTENDING A COUNCIL MEETING

- 1) Members of the public are allowed to communicate with the council during the Open Session.
- 2) Each member of the public is allowed a maximum of 5 minutes to speak to the Parish Council. Thereafter, the meeting will be declared open at which point any members of the public remaining, are silent observers for the duration of the meeting, and do not have the right to take part in any question, answer or discussion. The total time allocated to the Open Session is 15 minutes.
- 3) The chairman of the council will control the public session and their decision upon proceedings at this part of the meeting are final.
- 4) Good manners and respect are expected from all present during the session.
- 5) You may raise; ongoing issues in the community, seek clarification, make suggestions, provide information etc. **Complaints to the council are not permitted and should be addressed via the council's complaints procedure.**
- 6) If detailed issues are to be raised then the Parish Council requires this information be put into writing. Any detailed financial issues can be included in this.
- 7) Your questions or queries may be answered at the meeting or dealt with after the meeting by written response to the enquirer. This is at the Chairman's discretion.
- 8) The council cannot take a decision on any points raised at a 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, i.e. health and safety issues.

- 9) You may be filmed or audio recorded by other members of the public at the meeting, or by the council, if it 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 (not just the chairman).
- 2) 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.
- 3) Should you wish to speak during the formal council meeting then please indicate this by raising a hand and the chairman will come to you 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.
- 4) If any member of the public causes disruption in the meeting or does not adhere to these rules then they will be asked to leave.

Adopted by Great & Little Preston Parish Council on
20th October 2021

Signed A. Dickinson (Chair)