

# LITTLE GADDESSEN PARISH COUNCIL

## Policy in relation to Public Participation at Parish Meetings

(next review October 2021)



The Parish Council welcomes attendance and participation in the Parish Meetings. It is really important that the public see the Council in action and that the Council is not making decisions without consultation or awareness of villagers' concerns or priorities.

For expediency in conducting the business of the Council, the Council will invite members of the public to address the Council at the beginning of the meeting, once formalities have been completed. If possible but it is not mandatory the public can advise in advance of points they wish to raise, so that the Councillors can think about it in advance and give a considered response at the meeting.

The Chairman of the meeting will vary the period devoted to public participation according to the agenda and demand but will normally limit this period to a maximum of 15 minutes, and up to 5 minutes for an individual.

If members of the public have an urgent contribution to make to the discussion during the remaining 'closed' part of the meeting they can make a request of the Chairman to be heard. Only the Chairman can decide whether to hear and when to hear further contributions.

If the Chairman wishes to do so at the end of the meeting, he/she may call for any last points to be raised.

Issues that are raised by the public during the course of the meeting that are not already on the agenda, can be discussed by the Councillors, though they do not have to be discussed by the Councillors.

Items that are introduced in the 'Councillor Update' section of the meeting or raised by members of the public and which have not been advertised in the agenda, cannot be decided upon because other members of the public have not had notice of the motion but of course they can be put on the agenda for the next meeting.

Brief details of public participation will be included in the minutes but will not be recorded in full.

It would be helpful for the minutes if people give their name before addressing the meeting.

Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

Approved by the Parish Council at the meeting on 21<sup>st</sup> October, 2019

Signed by the Chairman.....