



## **PUBLIC PARTICIATION - HORNINGLOW AND ETON PARISH COUNCIL MEETINGS**

Meetings of the parish council are not public meetings but members of the public have a statutory right to attend. Members of the public have no statutory right to speak at parish council meetings.

Admittance to the room where the meeting is held is on a first come, first served basis and public access will be from 15 minutes before the start of the meeting

### **RULES FOR PUBLIC PARTICIPATION AT MEETINGS**

The session will be limited to a maximum time as set by the council, ie 15 minutes

- The time for each member of the public to speak is limited to 3 minutes and is at the discretion of the chairman. No more than one comment or question will be received.
- If more than one member of the public wishes to speak on the same topic, then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period. No more than one comment/question will be received.
- Written statement/question for the council to consider must be received by the clerk at a minimum 3 days prior to the meeting (Saturday and Sunday are excluded)
- Matters only applicable to agenda items will be discussed
- No paperwork/plans/photographs are allowed to be circulated by a speaker at the meeting. Any documentation which the speaker would like to be considered must be received in a minimum of 3 days of the date of the meeting to the clerk (Saturday/Sundays are excluded)
- The chairman has the right to say that any question or statement is inappropriate and will not be accepted. Certain types of questions will not be answered – for example they will not answer any questions about personal circumstances or which they believe to be vexatious



- Neither councillors nor the clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- A question raised by a member of the public during a public speaking session shall not require a response straight away and there should be no debate or discussion between the council and the public.
- A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be minuted.
- The item raised by the resident will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details with the clerk before leaving the council meeting if they wish to receive a written reply to their query. By giving your details to the clerk you give permission for these to be forwarded to appropriate parties to assist with your enquiry.
- All person present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely
- Any statement, question and response must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.
- Any offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Chairman reserves the right to curtail the contribution of that person and exclude a disorderly person from the meeting