

GUIDANCE FOR THE PUBLIC AT PARISH COUNCIL MEETINGS

Although the meetings of the Parish Council Meeting are meetings held in public and not Public Meetings, the Council welcomes contributions from residents and so to enable all to have the same opportunity to speak and also to understand the legislation¹ under which the Parish Council operates, we have produced the following procedures. Members of the public have a statutory right to attend meetings of the council as observers.

PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

The Council welcomes contributions from residents, who have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairperson authorises them to do so. However, as part of its community engagement, Parish Councils can set out a time for public participation at an agreed time when members of the public are invited to speak.

Members of the public should not be involved in the decision-making of the Council. The Council is not able to make instant decisions at the behest of members of the public for items that are not included in the agenda.

As a matter of best practice, the Public Participation session will be kept separate from the debate of the councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council.

At the July 2025 Meeting of the Parish Council, the Standing Orders were updated to include:

***Members of the Public may register with the Clerk in writing by 12.00 noon on the day of the meeting by email or in person immediately before the start of the meeting to speak for up to 3 minutes at up to 2 specific items. To be reviewed at the November 2025 meeting.**

A person who speaks at a meeting shall direct their comments to the chair of the meeting.

Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

(*see Rules below)

¹ Local Government Act 1972 and Public Bodies (Admission to Meetings) Act 1960

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).

RULES

PUBLIC PARTICIPATION SESSION

- The Public Participation session will be limited to a maximum time of 15 minutes as set by Council.
- The time for each member of the public to speak is limited to 3 minutes, this is to enable all members of the public to have an equal opportunity to speak.
- 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.
- Written statements to be included in the session must be received by the Clerk at least 5 working days prior to the meeting.
- The Public Participation session is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
- The Chairperson has the right to say that any question or statement is inappropriate and will not be accepted.
- 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 or issue raised by a member of the public during the Public Participation Forum session shall not require a response 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.
- If the issue is on the agenda, then it 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 reply to their query.
- All persons 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.
- The public have a legal right to attend council meetings but they don't have a right to disrupt them. Members of the public should not heckle or otherwise disrupt and should respect the rulings of the chair. The chairperson of any meeting has an inherent right to exclude a disorderly person. The public have a legal right to be present so excluding one or more of them should be a last resort.
- Alternatively, if there is serious disorder the chairperson could adjourn the meeting for a short time to allow people to calm down. If the clerk or chairperson knows that a meeting will be very contentious the police could be asked to attend.

- All statements, questions and responses 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.

REQUEST TO SPEAK AT AN ITEM ON THE AGENDA

- Members of the Public may register with the Clerk in writing by 12.00 noon on the day of the meeting by email or in person immediately before the start of all the above meetings to speak for up to **3** minutes at up to **2** specific items with an indication of their comments or question.
- To be reviewed at the November 2025 meeting.
- The Chairperson has the right to say that any question or statement is inappropriate and will not be accepted.
- If more than 3 people register to speak at an Item the Chair shall decide who speaks.
- If more than one member of the public wishes to make the same comment or ask the same question then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the meeting time.
- A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.

V2 August 2025