

ADVICE TO MEMBERS OF THE PUBLIC at Parish Council Meetings during Adjournment for “Public Participation”

Chair’s note

*The Council wishes to hear the views of villagers and to be as aware as possible of their concerns and observations. We are, therefore, seeking a way of meeting this need without interrupting the course, purpose, effectiveness and efficiency of the monthly meeting. The following points might be helpful:*

- 1. There is no legal right for the public to speak at the meeting – merely to attend it.*
- 2. Previous Council administrations have chosen to set aside the first part of its meeting to allow public comment.*
- 3. The comments made at such times may be noted but not necessarily responded to.*
- 4. Comments from the public that are related to agenda items are most productive and helpful to all parties. Responses to some of the comments and queries raised may well be addressed later at the appropriate point on the agenda.*
- 5. The public should not interrupt the meeting once it is ‘sitting’ but the Council may seek further information to assist the process from identified, objective and informed persons who can assist the Council in its deliberations.*
- 6. A letter/email to the Parish Council at least 1 week before its next meeting might allow a related relevant agenda item to be included.*
- 7. Direct or telephone queries to any member of the Council are acceptable but the matter may be addressed directly or more satisfactorily on reference to the Parish Clerk or Chair, so that a complicated request could be given the attention of the full Council.*