

# **BEEFORD PARISH COUNCIL**

## **Public Participation at Meetings Policy**

At each meeting of the Parish Council, there will be provision for members of the public to address the Council. The following procedures will be followed:

- Prior to the commencement of Ordinary Meetings of the Parish Council there will be a Public Forum for a maximum period of 15 minutes when members of the public may ask questions or make short statements in respect of items on the agenda, or any other council related matter. Members of the public will be welcomed and invited to speak by the Chairman.
- Any individual must limit their questions/statements to a maximum of 3 minutes. All questions must be directed to the Chairman. Questions raised shall not require a response during the Public Forum and individual Councillors will not respond unless directed to do so by the Chairman. The Chairman, at his discretion, may direct the Clerk to respond. There will be no limit on the number of issues that an individual member of the public can raise at one meeting within the 3-minute limit.
- Where more than one person wishes to raise the same issue, one individual will act as spokesperson and no other person will be permitted to speak.
- The format for the Public Forum and the length of individual representations may be extended at the discretion of the Chairman.
- There will be an item on each agenda to allow discussion of the items raised in the Public Forum. No decisions will be made by the Parish Council on the items raised in the Public Forum other than, at the discretion of the Chairman, to include the matters as items for the agenda for the following meeting or to direct a written response from the Clerk.
- The following statement will be added to the top of each Parish Council Ordinary Meeting Agenda: ***There will be a Public Forum, lasting a maximum of 15 minutes, to permit residents to address the Parish Council before the meeting is formally opened. The Council meeting will commence as soon as the Public Forum closes.***
- Any organisation wishing to make a presentation to the Council should contact the Clerk at least 10 days prior to the date of the meeting so that provision can be made on the agenda. Requests made after that time will be included on the agenda for the following meeting.
- Councillors that receive requests from members of the public in between meetings should forward the information to the Clerk at their earliest convenience.

**The Council requests that members of the public are respectful at all times. Rude and aggressive behaviour will not be tolerated and any person showing such behaviour will be asked to leave the meeting.**

Adopted: 2 October 2023

Review Date: October 2024