

# Metheringham, Sots Hole and Tanvats Parish Council

## **Public Speaking at Meetings**

At each ordinary meeting of the Council, the Planning Committee and Finance Committee there will be provision for members of the public to address the meeting.

The following procedures will be followed:-

### **Full Council, Planning Committee and Finance Committee**

Prior to the official start of the meeting a public forum of not more than 15 minutes will be held if required. The public may address the Council or Committees between 7.15pm and 7.30pm on current matters, or issues which may become future agenda items and thereafter cannot speak.

A maximum of three minutes will be given to each parishioner to address the Council or Committee. Where an organization or group wishes to address the council they should appoint a spokesperson.

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for a oral response or to an employee for a written or oral response.

A record of a public participation session at a meeting shall be included in an addendum which is circulated with the minutes of that meeting.

Any person speaking at a meeting shall address his comments to the Chairman.

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

At the discretion of the Chairman, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.