

GUIDELINES FOR MEMBERS OF THE PUBLIC WISHING TO ADDRESS COUNCIL

Parish Council Standing Order number 69 states:

“At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any member of the public to address the meeting in relation to the business to be transacted at that meeting.”

Here are some guidelines for members of the public should they wish to address the Parish Council at a Parish Council meeting.

1. Please contact the Clerk circa 10 days before the next meeting to advise the Council that you intend to speak at the meeting. You will need to provide some information about the subject of your address so that Council can ensure that the business relating to the address is included in the agenda.
2. Please arrive about 10 minutes before the start of the meeting and make yourself known to the Clerk
3. The Clerk will ask you to complete a registration to speak form, providing your name, address and the agenda item that you wish to address the meeting about.
4. You will be invited to sit with any other members of the public who are also attending the meeting.
5. The Chairman will open the meeting and then adjourn the meeting, usually after item 3 “declarations of interest”. The Chairman will then invite members of the public who have registered their intention to speak to address Council.
6. Please speak clearly and try to make your point succinctly. The Chairman will respond and where appropriate may invite other Councilors to contribute.
7. Once all attending members of the public have made representations the Chair will reopen the meeting. You may leave at this point. You are welcome to stay and observe the rest of the meeting however you must remain silent whilst the meeting is in progress.