



Church Fenton Parish Council

RULES FOR A PUBLIC SESSION

1. The public session will be on the agenda for a full council meeting. The Public participation period will last a maximum of 30 minutes and will be provided at all Parish Council meetings.
2. The Chairperson of council will control the public session and their decision upon proceedings at this part of the meeting are final.
3. That good manners and respect are expected during the session.
4. Complaints about the Council are not permitted during a public session, nor complaints regarding individual Councillors or Council officers. Please follow the Council's adopted Complaints Procedure.
5. If the matter raised by the member of the public concerns detailed issues, then they must be put into writing. Any detailed financial issues can be included in this, although council may wish to address current but minor financial issues where it can in the session.
6. It is at the discretion of the Chairperson whether questions raised will be answered at the meeting or dealt with after the meeting by written response to the enquirer.
7. Council cannot take a decision on any issue raised at public session unless the issue is specified on the agenda of the council meeting or the clerk has delegated powers to deal with it as urgent, ie highway repairs.
8. The length of time that a member of the public may speak is 5 minutes.
9. Members of the public may be filmed or audio recorded by members of the public at the meeting and also you will be advised if the council is making its own recording, whether visual, audio or both.



Church Fenton Parish Council

RULES AND EXPECTATIONS OF THE PUBLIC DURING THE FORMAL COUNCIL MEETING

1. In the formal council meeting there is no right for members of the public to speak without invitation of the council (normally decided informally by the Chairperson).
2. The process by which a member of the public may speak is to indicate by hand and the Chairperson will come to them if and when there is an appropriate point in the proceedings. The Chairperson will seek a resolution from council to permit you to speak, please be patient while this necessary procedure is undertaken.
3. You will only be permitted to speak during the formal meeting if you have information for the council which may impact on its decision making in a specific issue. Complaints will not be accepted in the meeting; any complaints are to be referred to the clerk by way of the council's complaints procedure.
4. If members of the public are disruptive in the meetings or do not adhere to these rules, the Chairperson will in the first instance, ask you to refrain from disruptive behaviour. In severe cases of disruption, the meeting may be suspended or the Council may resolve to end the meeting.

Please be mindful of this policy and the expectations outlined within.

Adopted: 11th January 2024

Minute ref: 23/97 – 3

Signed: _____

Position: _____