RISBY PARISH COUNCIL

Procedure for Public Participation at Parish Council Meetings

In preparing this Protocol the Parish Council has referred to guidance published by the National Association of Local Councils (NALC)

Participation in the public session

A parish council meeting is not a public meeting, it is a meeting conducted in public, and there is no requirement in law to provide a public session.

Risby Parish Council welcomes community engagement and invites members of the public to attend meetings and contribute within the public session. The public are asked to respect the fact that this is a meeting to conduct Council business and interruptions outside the public session are not permitted.

Information about the public session.

- The agenda is the official order of business for Parish Council meetings. By law, the Parish Council cannot take action on items or issues that are not listed in the agenda. The agenda will indicate when the public participation will take place.
- The public session will be for a period of 15 minutes (Standing Order 1b). If a controversial item is on the agenda, it may be extended at the chair's discretion, depending on the length of the agenda.
- The public session is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the agenda. Questions and comments should relate to items on the agenda.
- If you would like to raise a matter which is not on the agenda it will be added to the agenda of the next meeting.
- Verbal questions/comments must be addressed to the chair and must not exceed 3 minutes in length, or longer at the chair's discretion.
- Questions asked by a member of the public during a public participation session at a meeting will not require a response or debate.
- The chair may direct that a response to a question posed by a member of the public be referred to a councillor for an oral response or to the clerk for a written or oral response.
- Only one person is permitted to speak at a time. If more than one person wishes to speak the chair shall direct the order of speaking.
- A brief record of topics raised at public participation will be included in the minutes of that meeting, however offensive and discriminatory comments will not be minuted.
- The Parish Council asks that anyone who asks to speak during the public session acts respectfully towards every other person present.

  Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.