

PANNAL AND BURN BRIDGE PARISH COUNCIL

Guidance for Members of the Public Attending Council Meetings

- 1) Members of the public have the right to attend meetings and to observe proceedings, but they do not have a right to speak without the invitation of the Council.
- 2) The Council holds one public session at the start of its meetings where parishioners can raise any issues of concern or ask questions.
- 3) The public participation session is limited to 10 minutes duration (or at the discretion of the Chairman) with individual contributions limited to three minutes.
- 4) Parishioners' representations are part of the agenda and are controlled by the Chairman; they are reported briefly in the Minutes but the identity of the speaker is only recorded if appropriate.
- 5) Good manners and respect are expected during the public sessions and the decision of the Chairman upon proceedings is final.
- 6) Complaints to the Council are not permitted during council meetings but must be addressed to the Clerk and via the Council's complaints procedure.
- 7) Detailed queries, including detailed financial issues, should be submitted in writing.
- 8) It is at the Chairman's discretion whether questions raised are answered at the meeting or dealt with after the meeting by written response.
- 9) The Council cannot take a decision on any issue raised during the public session unless the issue is already specified on the agenda.
- 10) Outside of the public session, parishioners will only be permitted to speak if they have information for the Council which might have an impact on its decision-making; in this situation, the parishioner should indicate by hand to the Chairman who will come to them if there is an appropriate point in the proceedings and, at which point, the Chairman will seek a formal resolution from the Council to permit this.
- 11) The Council does not have an obligation to deal with matters raised in the way the member of the public has requested; and there is no obligation to place a particular item on an agenda for the Council to consider.
- 12) Where the Council considers a matter to be confidential (eg personal information, contracts or tenders, legal proceedings, the early stages of a dispute) it may resolve to exclude the public and the press whilst that item is considered.
- 13) The Council exists to represent the interests of the majority of its parishioners and makes responsible, legal and informed decisions on that basis.

Adopted on: 13th June 2024