

PERTON PARISH COUNCIL



PUBLIC PARTICIPATION AT MEETINGS POLICY

All meetings of Perton Parish Council are open to members of the public.

Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend as observers. Perton Parish Council encourages public participation at its meetings and the following rules apply.

- The public open session is limited to a maximum time of 30 minutes (*standing order 3f*), each member of the public will only be able to **speak once for up to three minutes** (*standing order 3g*), unless directed otherwise by the Chairman.
- Speakers will be asked to record their name and address.
- Speakers are asked to be brief and to the point.
- If more than one member of the public wishes to speak on the same topic, a spokesperson should be nominated to speak on the subject. This will avoid duplication and make the best use of the public participation period.
- Any member of the Council, who has a Disclosable Pecuniary Interest on an agenda item to be discussed, will be allowed the same rights and time as a member of the public for this session.
- If the Chairman feels that a speaker is using derogatory or defamatory statements they may be asked to stop speaking.
- The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.
- Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- A question raised by a member of the public during a public participation session shall not require a response and there should be no debate or discussion between the Council and the public. The Chairman of the meeting may direct that a written or oral response be given (*standing order 3b*).
- If matters raised by the public are not on the agenda for the meeting, these can be used to form part of the agenda for a future meeting at the discretion of the Council. **The Council can only pass resolutions regarding items publicised on the agenda.**
- If the issue is on the agenda then it will be discussed under the appropriate agenda item number.
- Members of the public are welcome to sit and listen to the debate and other workings of the council, but will not be able to take part in further discussion or interact with members of the Council.
- All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely, be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.