

TRIMLEY ST MARY PARISH COUNCIL

Procedure for the Public Session

A meeting of the Parish Council is a meeting conducted in public; it is a meeting to conduct council business, not a public meeting. Although there is no requirement in law to provide a public forum, the Parish Council chooses to offer residents the opportunity to give their views, to question the Parish Council on issues on the agenda, or to raise issues for future consideration. On conclusion of the public forum members of the public may stay to observe, but they may not take part in the remainder of the meeting which follows. Please respect the fact that this is a meeting to conduct council business.

- The agenda will indicate when the public participation will take place.
- Members of the public will have the opportunity to ask questions and make comments related to items on the agenda. 15 minutes will be allowed for this part of the session. (reference Standing Order 3f).
- Questions or comments must be addressed to the Chairman and must not exceed 3 minutes in length. In exceptional circumstances a longer period may be allowed at the discretion of the Chairman.
- Only one question on a topic may be received from each person although supplementary questions may be taken at the discretion of the Chairman. The order in which questions are taken shall be at the discretion of the Chairman.
- If an issue is raised on a topic which is not on the agenda then it may be carried forward without discussion to the next meeting.
- The Chairman may decide that a response to a question asked by a member of the public should be passed to another Councillor for an oral response or to the Clerk to reply orally or in writing.
- Only one person is permitted to speak at a time. If more than one person wishes to speak the Chairman shall direct the order of speaking.

Reports in the Public Forum

This council will also provide an opportunity for the County and District Councillors to provide reports prior to the meeting and an opportunity to pose questions to them will be given, at the Chairmans discretion. This report will be available to view on the Trimley St Mary Parish Council website.