

Guide for Public Participation at Kersey Parish Council meetings

Kersey Parish Council welcomes parishioners to attend Parish Council meetings. It is the practice of Kersey Parish Council to welcome participation from members of the public throughout the meeting. If you want to speak, raise your hand and wherever possible, subject to time constraints and the need to keep debate balanced, the Chairperson will allow you to speak.

Participation in the public forum.

Parish Council meetings are not public meetings, they are meetings conducted in public, and there is no requirement in law to provide a public forum. As the Council meets and makes its decisions in public and is committed to community engagement, the Parish Council warmly invites members of the public to attend meetings and contribute within the public forum. Please respect the fact that the meetings are to conduct Council business.

- Public participation will be for a period of up to 30 minutes (period can be extended at the discretion of the Chair).
- The agenda will indicate when the public participation ('Parish Time') will take place.
- Questions and comments should address the business on the agenda. Otherwise, in most cases, the matter will be carried forward, without discussion, to the next meeting.
- Verbal questions / comments must be addressed to the Chair and must not exceed 3 minutes in length or a time limit at the Chair's discretion.
- Only one question on a topic to be received from each person but supplementary questions will be 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.
- No question shall be repeated within a 6 month period.

When speaking in the public forum at Parish Council meetings members of the public are reminded to:

- Act in a way which is orderly and maintains the polite conduct of the meeting.
- Remember to respect other speakers' right to express their views without interruption.
- Remember not to say anything defamatory, insulting or make personal comments about other people or parties involved.

Participation from Outside Organisations

The Parish Council will also provide an opportunity for the District and County Councillors as well as other outside organisations to provide reports to Parish Council meetings. An opportunity to ask them questions will be given, at the Chair's discretion. The time limit allowed for such reports will be a maximum of 10 minutes each, including questions.

Following attendance at a Parish Council meeting, if you have any feedback or comments you may have about the meeting and its content this would be most welcome.