

Guide for Public Participation at Kersey Parish Council meetings

Kersey Parish Council welcomes parishioners to attend Parish Council meetings.

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 (Parish Time). Please respect the fact that the meetings are to conduct Council business.

The period of time designated for public participation and to receive reports from outside organisations such as Suffolk County Council and Babergh District Council shall not exceed 30 minutes, unless directed by the Chair of the meeting. The agenda will indicate when Parish Time will take place.

- A member of the public shall not speak for more than 3 minutes.
- 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.
- All comments and questions must be addressed to the Chair of the meeting.
- Members of the public are invited to give views or ask questions about items on the agenda or bring matters to the attention of the Council which may then be considered for inclusion at future meetings.
- Questions asked by a member of the public during Parish Time 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.

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.