



The Parish Council welcomes residents to attend its meetings and values public involvement in local matters. This protocol explains how members of the public may take part in meetings and what to expect when attending.

Attending Council Meetings

All meetings of the Parish Council are **open to the public**, except when confidential matters are being discussed.

Members of the public are welcome to observe the meeting and listen to the discussions.

Most meetings include a **Public Forum** at the beginning, giving residents the opportunity to speak directly to the Council.

Public Forum

- Residents may **ask questions, make comments, or raise issues** relating to parish matters.
- Speakers should address their comments **to the Chair**.
- Each speaker may be given up to **5 minutes**, and the session may be limited to **15 minutes** in total.
- The Chair may vary these timings if appropriate.

During the Public Forum:

Councillors may **listen** and may provide **brief factual clarification** if invited to do so by the Chair.

The Council **cannot debate** or make decisions during this session.

Issues raised may be added to a **future agenda** if they require formal consideration.

The Council **cannot:**

- Discuss items that are not on the published agenda
- Make decisions in response to comments raised during the Public Forum
- Enter into personal disputes or matters outside its legal remit

Respectful Behaviour

The Council aims to provide a safe and respectful environment for all attendees.

We ask that members of the public:

- Speak courteously and avoid personal or defamatory remarks
- Allow others to be heard without interruption
- Follow the guidance of the Chair

If behaviour becomes disruptive, the Chair may:

- Issue a warning
- Suspend the meeting
- Ask the individual to leave, in accordance with the Public Bodies (Admission to Meetings) Act 1960

Members of the public may record, film, or photograph the meeting, provided it does not disrupt proceedings. If you wish to record, please inform the Clerk or Chair at the start of the meeting.

If you have accessibility needs or require assistance to attend or speak at a meeting, please contact the Clerk in advance so arrangements can be made.

Contacting the Council Outside Meetings

Residents are encouraged to contact the Clerk between meetings if they wish to raise issues, ask questions, or request information.