

Rules for Public Session

Adopted: Agenda Minute:2526/159 (July 25 PCM) Next Review: May 2026

The public session will take place at a **defined part of the meeting** of the Parish Council Meeting, **as specified on the agenda.**

1. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed **15 minutes** unless directed by the Chair of the meeting.
2. A member of the public will only be invited to speak once and shall not speak for more than 3 minutes.
3. The public is advised they may be filmed, or audio recorded by members of the public at the meeting and will advise the public if the council is making its own recording, whether visual, audio or both. *Whilst it is not required to tell us if you are recording the meeting, out of courtesy the Parish Council ask you to make us aware.*
4. That the Chair of Council will control the public session and their decision upon proceedings at this part of the meeting are final.
5. A person who speaks at a meeting shall direct their comments to the chair of the meeting.
6. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
7. That good manners and respect are expected during the session.
8. Members of the Public may make representations and/or raise questions, answer questions and give information at a meeting which they are entitled to attend, in respect of the business on the agenda.
9. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
10. Complaints will **not** be accepted in the meeting; any complaints are to be referred to the clerk by way of the council's complaints procedure.
11. If a person is disruptive in the meetings or does not adhere to these rules, the Chair will impose Standing Order rules Section 2.