



PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

Approved 2 November 2021. Minute 13.

Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the Council as observers.

They have no legal right to speak unless the Parish Council Chairman authorises them to do so. However, as part of its community engagement, Egerton Parish Council sets out a time for public participation near the beginning of its meetings when members of the public are invited to speak.

Members of the public should not be involved in the decision making of the Council. The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda. As a matter of best practice, the public forum will be kept separate from the debate of the councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for future meetings at the discretion of the Council or, if appropriate, can be dealt with under Any Other Business.

Members of the public are welcome to stay for the Council meeting after the public session as observers, but will not be able to join in the discussion unless invited to do so by the Chairman, Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

Rules for Public Participation

1. The public participation session will be limited to a maximum time of 15 minutes, subject to the discretion of the Chairman.
2. The time for each member of the public to speak is limited to 3 minutes, subject to the discretion of the Chairman.
3. If more than one member of the public wishes to speak on the same topic, then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.
4. Any written statements must be received by the Clerk at least 3 days prior to the meeting.
5. Any member of the Council who has declared a disclosable pecuniary interest on an item to be discussed, will be allowed the same rights and time as a member of the public for this session. The member will be required to leave the room before the Council considers the matter in which they have declared the interest.

6. The public forum is an opportunity for members of the public to

- Make representations
- Answer questions
- Give evidence relating to the business being transacted

7. The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.

8. Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation.

9. Members of the public do not have the right to force items onto the agenda nor insist on how matters are recorded in the minutes.

10. There is no obligation to discuss or respond to a question raised by a member of the public during a public speaking session.

11. If the issue is on the agenda, then it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details before leaving the council meeting if they wish to receive a reply to their query.

12. All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.

13. There should be no reference to personal views on any person.

14. Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and to exclude a disorderly person.

Filming, recording and/or Broadcasting

The right to record, film and to broadcast meetings of the Council, Committees and sub-committees is enshrined in the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and / or broadcast must respect the rights of other people attending under the Data Protection Act 1998.

The Data Protection Act 1998 gives people the right to refuse to be filmed or recorded

Any person or organisation choosing to film, record or broadcast any meeting of the Council or a Committee is responsible for any claims or other liability from them so doing.

Any person or organisation should, out of courtesy, inform the Clerk or Chairman before the start of the meeting and in any case before they commence filming etc., this will allow the Chairman of the meeting to place people not wishing to be filmed, recorded, or broadcast in a place that allows them to be able to take part in the meeting without fear of being filmed or recorded.

Date adopted by the Parish Council: 2nd November 2021. Minute item 13. Date for review: 3rd November 2022