

Great Lumley Parish Council

PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS Adopted 1st June 2021

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.

Great Lumley Parish Council has set out time for public participation on our agenda however the following rules must be observed:

1. This session will be limited to a maximum of 15 minutes.
2. The time for each member of the public to speak is limited to 5 minutes.
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. Whilst questions can be submitted at the meeting, we welcome questions before the meeting to the Clerk by post or by e mail (contact details are set out below)
5. Public Forum is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
6. The Chairman has the right to say that any question or statement is inappropriate or does not fall within the jurisdiction of the Parish Council and will therefore not be accepted.
7. Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
8. A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.

9. A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be minuted.
10. If the issue is on the agenda, it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details with the Clerk before leaving the Council meeting if they wish to receive a reply to their query.
11. 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.
12. All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.

Correspondence should be directed to:

Christine Colledge
Parish Clerk
Great Lumley Parish Council

Email: greatlumleyparish@hotmail.com