

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



GUIDANCE NOTES TO PUBLIC PARTICIPATION AT COUNCIL MEETINGS

Bidford-on-Avon Parish Council welcomes all members of the community to its meetings, which are always held in public:

- Parish Council
- Planning Committee
- Finance and Strategy Committee

Public Notices, advising a meeting is taking place, are advertised 3 full days before the said meeting and the full Agenda is available online on the Parish Council's website, on the noticeboard by the Parish Council Office in Bramley Way, and by contacting the Clerk on 01789 778653/07718 628925 and by email : info@bidfordonavon-pc.gov.uk

Members of the Public are reminded that this is a meeting of the Parish Council, during which it will consider and make decisions on items on the published Agenda – it is not a public meeting.

There is a 15 minutes **Public Forum**, at the start of every meeting, during which members of the public are able to raise issues of concern, though only items on the Agenda will be considered by the Council at the meeting.

Members of the public are reminded that the following procedures will apply:

- Questions and presentation of petitions will be allowed on matters affecting the Parish Council during the allocated **Public Forum**.
- The time allocated to the public participation session of the meeting shall not exceed **fifteen minutes**. The Chairman can, at his/her discretion, extend the time, but it must never exceed **thirty minutes**.
- The Chairman will invite those who wish to speak to put their hands up and identify themselves. Their names will be taken by the Clerk, and they will

each be invited in turn to speak. It should be noted that members of the public who do not indicate they wish to speak when invited to do so, will not be allowed to do so later in the meeting.

Should the speaker not wish to identify themselves by name, they should be aware that they must give some sort of identification that will allow the Clerk to call on them to speak – this could be initials, street where they live, post code or similar.

It should be noted that the names of the speakers are **not** minuted: they are simply referred to as “a resident” or, in the event they are not a resident, a concerned party”.

- Each individual questioner shall only be allowed to speak once and shall be restricted to **three minutes**.
- The question must be relevant to the business of the Parish Council or Committee and shall not require a response or debate, as the item will be debated at the meeting.

Although questions need not be submitted in advance in writing, it should be noted that questions presented in that form are more likely to receive detailed response and may, if the Clerk deems it appropriate, be included on the Agenda for the consideration of the Parish Council

- Questions to the Planning Committee shall be relevant to a specific item(s) on the Agenda
- Questions should be directed to the Chairman of the meeting who may request another Member, or the Clerk, to respond
- Questions regarding matters **not** on the Agenda will be noted and be answered at a later stage or, if a decision by the Parish Council is required, added to the Agenda of the next meeting.

Answers to questions may take the form of:

- A direct verbal response
- When the desired information is contained in a publication, by reference to the said publication
- When considered appropriate, then a written reply may be considered

Questions that relate to individual affairs of either the questioner or any other named person **are not permitted**, but only questions relating to matters of policy or practice i.e. matters of general rather than individual concern.

Any question, which in the opinion of the Chairman is scurrilous, improper, capricious, irrelevant or otherwise objectionable, shall be disallowed

If you are unclear on any aspect of the above, please contact the Clerk

Tel. No. 01789 778653/07718 628925

Email: info@bidfordonavon-pc.gov.uk

Parish Council Office: Bramley Way, Bidford-on-Avon B50 4QG

Postal address : c/o Bidford Post Office, Salford Road, Bidford-on-Avon B50 4AW

You may also refer to the Parish Council's Standing Orders, Part 1 available at the Parish Council Office and online at <http://www.bidfordonavon-pc.gov.uk/pdfs/documents/proc-standingorders.pdf>

Adopted by the Parish Council at its meeting of 28th October 2019