

PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

Your questions!

All Agendas and Meetings are posted on the Parish Council website and noticeboards at least 3 working days in advance of the meeting. Staverton Parish Council holds 6 meetings a year including the Annual General Meeting of the Parish Council which follows the Annual Parish Meeting to be held in May of each year. The meetings are usually held on a Monday evening at 7 pm at Staverton Village Hall, except the Annual Parish Meeting held in May which starts at 6.30 pm

WHAT DOES PUBLIC PARTICIPATION MEAN?

Although Parish Meetings are open to the public to attend, they are not public meetings. The Parish Council conducts its business at these meetings and the public are permitted to attend, watch and listen to the proceedings. Only one question per resident is permitted, which is time limited to 3 minutes.

The Parish Council only allows participation under the Agenda heading of Residents and Councillors Forum. The public cannot join in at any other time unless the Chair of the meeting allows this.

[Members of the public will be reminded not to breach the Data Protection Act by disclosing personal and confidential details at the meeting.](#)

HOW TO RAISE AN ISSUE WITH THE PARISH COUNCIL?

You will need to contact the Parish Clerk on parishclerk@stavertonparishcouncil.org.uk

It is helpful if the question is backed up with written information and photographs. As the Agendas have to be posted **3 WORKING DAYS** in advance of the meeting (by law) you will need to contact the Parish Clerk at least a week in advance of the meeting date with your question for it to be added to the Agenda and for Councillors to collate and bring any crucial information to the meeting.

Do I need to attend? No, you do not need to attend the meeting in person for an item to be included but it helps if you have a request.

The “normal rules” of the Parish Meeting will be suspended until after discussions have taken place.

Unless you raise this in advance the Parish Council is “**LEGALLY not allowed**” to participate in a vote on any subject not included on the Agenda which is why you will never see “**ANY OTHER BUSINESS**” on the Agenda. **IN AN EMERGENCY** – If you turn up at the beginning of the meeting you can ask the Chair for permission to speak but even if granted, no legal voting decision can be made at the meeting.

GROUPS – If a group wishes to raise an issue, it is helpful if they appoint a spokesperson on their behalf to speak for the group.

CODE OF CONDUCT

All members of the public will be subject to a code of conduct at the meeting. Intentionally disruptive, and offensive members of the public will be asked to leave and/or the meeting will be suspended.

WILL I RECEIVE A DECISION?

The Parish Council may decide to respond as follows:

- ❖ Discuss the item/s in open forum at the meeting.
- ❖ Give a decision later after the meeting if it is a legal matter or more information is required.
- ❖ Add to the next Parish Council Meeting Agenda if a decision is required on a financial matter.
- ❖ Give a decision later after the meeting if it involves a matter of confidentiality or a complaint.
- ❖ All questions/complaints will receive a written response and open discussions recorded in the minutes.

REMOTE PARISH COUNCIL MEETINGS HELD ON ZOOM

1. No member of the public can speak at these meetings.
2. All questions must be emailed to the Parish Clerk at least **ONE WEEK** before the date of the meeting.
3. Those wishing to participate should download the **ZOOM app** on the internet and the Chair of the Parish Council will include you in the chatroom.
4. Those without access to the internet can participate by telephone.
5. For more information contact parishclerk@stavertonparishcouncil.org.uk.