



GUIDANCE NOTES TO PUBLIC PARTICIPATION AT COUNCIL MEETINGS

Balsall Parish Council welcomes all members of the community to its meetings, which are always held in public:

- Parish Council
- Planning Committee
- Finance and General Purposes Committee
- Cemetery Sub-Committee
- Staffing and Communications Committee
- Neighbourhood Development Plan Committee

Public Notices, advising that 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 notice board at Station Road in Balsall Common village centre and Willow Park, and by contacting the Clerk on 01676 535679 or by email: balsallparishcouncil@gmail.com.

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 minute Public Forum, 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:

- Statements 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 normally exceed 15 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. 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.
- Each individual shall only be allowed to speak once and shall be restricted to 3 minutes.
- The issue 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 the meeting.
- Questions should be directed to the Chairman who may request another Member or the Clerk to respond.
- Issues raised regarding matters not on the agenda will be noted and be answered at a later stage, or if a decision of the Parish Council is required, may be added to the Agenda of the next meeting.
- Issues raised that relate to individual affairs of either the member of the public or any other named person are not permitted, but only issues relating to matters of policy or practice i.e. matters of general rather than an 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. 01676 535679; email balsallparishcouncil@gmail.com; address Balsall Parish Council, 287-289 Kenilworth Road, Balsall Common CV7 7EL.

You may refer to the Parish Council's Standing Orders, available to inspect at the Parish Council office and online at <http://www.balsallparishcouncil.org> on the Public Documents page.

21 March 2018