



GUIDANCE NOTES FOR MEMBERS OF THE PUBLIC ATTENDING MEETINGS OF WISTOW PARISH COUNCIL

The way council meetings are conducted is largely laid down in legislation and is set out in detail in the council's Standing Orders which are available for public inspection on our website.

Addressing the council at meetings

At every meeting of the council, there is a 15 minute public participation slot which may be extended at the discretion of the Chairman. Members of the public may make representations, give evidence, raise local matters and seek answers or opinions from the council.

No person shall speak for more than three minutes. The Chairman may limit this further should several people wish to speak on the same subject.

In accordance with Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given at a later date. Furthermore, in accordance with the Local Government Act 1972 Schedule 12 s10 (2) (b) no decision can be made unless that business is specified (in the agenda) therefore the Council cannot lawfully make decisions on items raised during the public participation section.

Except for the public participation item, members of the public will not usually be allowed to speak or participate in the meeting, unless the Chairman grants permission.

Adjustments

Members of the public who suffer a disability which would affect their rights at the meeting, should inform the Clerk prior to the commencement of the meeting, and every effort will be made to accommodate their needs.

Exclusion of the press and public

Standing Order 3(d) allows for the exclusion of press and public when matters of a confidential nature are considered. Any exclusion shall be by resolution of the council and shall detail the reason for exclusion.

Recording, filming & reporting at council meetings

Persons who attend a meeting are permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph or to make an audio recording of meeting proceedings. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Disorderly conduct

In accordance with Standing Order 2, the Chairman has authority to suspend or close a meeting if any person is deemed to be disruptive.