



CODSALL PARISH COUNCIL

GUIDANCE NOTES TO PUBLIC PARTICIPATION AT COUNCIL MEETINGS

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

Public Notices, advising a meeting is taking place, is advertised 3 full days before the said meeting and the full Agenda is available online on the Parish Council's website, and by contacting the Clerk on 01902 8424268925 and by email : codsallparishcouncil@googlemail.com

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. However, 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.
- Each individual questioner shall only be allowed to speak once and shall be restricted to **two 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 in consultation with the Chairman deems it appropriate, be included on the Agenda for the consideration of the Parish Council

- Questions to the Planning Meeting shall be relevant to a specific item(s) on the Agenda
- Question 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 maybe answered at a later stage or, if a decision by the Parish Council is required, added to the Agenda of the next meeting at the discretion of the Chairman.

Answers to questions may take the form of:

- A direct oral 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. 01902 842426

Email: codsallparishcouncil@googlemail.com

Parish Council Office: Parish Council Offices, Station Road, Codsall, South Staffs, WV8 1BY

You may also refer to the Parish Council's Standing Orders, available at the Parish Council Office and online at

<http://www.codsallparishcouncil.co.uk/page24.html>