



# **Coxhoe Parish Council Public Participation Policy February 2018**



## **COXHOE PARISH COUNCIL**

### **PUBLIC PARTICIPATION POLICY**

**Coxhoe Parish Council wishes to encourage public participation during its meetings in order to use this as one means of consulting with the public. However, the Council recognises that rules must control the manner of participation in order that the Council Meeting may continue to operate effectively. Public participation is an opportunity to ask questions not to make statements. Accordingly the following rules must be observed for public participation at meetings.**

1. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
2. The period of time designated for public participation at a meeting in accordance with council's standing orders shall not exceed 15 minutes unless directed by the chairman of the meeting.
3. Subject to the above, a member of the public shall not speak for more than 5 minutes.
4. Members of the public may make representations, answer questions and give evidence during a meeting which they are entitled to attend in respect of the business on the agenda.
5. In accordance with standing orders, 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.
6. A person shall raise his hand when requesting to speak. The chairman may request a person to stand when speaking (except when a person has a disability or is likely to suffer discomfort).
7. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
8. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

**This Policy was approved at the meeting of the Parish Council on 7<sup>th</sup> February 2018.**