



## PROCEDURE FOR PUBLIC SPEAKING AT PARISH COUNCIL MEETINGS

Reviewed and Approved on the 21 January 2020  
Min Ref: 13c.

1. A fifteen-minute public speaking session will be placed on the agenda of every ordinary Parish Council Meeting. The chairman may extend the session to no more than 30 minutes subject to consideration of the number and nature of the other items on the Agenda.
2. Each speaker will be restricted to three minutes in respect of any matters within the powers of the Parish Council. However, the Chairman shall have absolute discretion to curtail or extend this period in the interests of the council.
3. Any person speaking at a meeting shall address his comments to the Chairman.
4. The Council does not undertake to give an answer at the meeting but in the event that the Council cannot give an answer an item for further discussion or decision will be placed on the Agenda at the soonest practicable ordinary meeting of the Council or in exceptional circumstances at an extraordinary meeting of the Council or the Annual Council Meeting or may refer the matter for a written answer by the Clerk or the Chairman.
5. A councillor may through the chair, ask the speaker a question and the speaker may answer the question. The Speaker may not engage in further debate after answering the question unless invited to do so by the Chairman.
6. A public speaking session **will not be placed** on the Agenda of the Annual Parish Council meeting or an Extraordinary meeting other than in exceptional circumstances at the discretion of the Chairman.
7. A record of a public participation session at a meeting shall be included in the minutes of that meeting.