

## Document Control

<b>Organisation</b>	Addingham Parish Council
<b>Title</b>	Conduct of meetings (Rules for public Session)
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<b>Creator</b>	Sallie Lloyd – Clerk and Reviewed by the Council
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# **ADDINGHAM PARISH COUNCIL**

## **CONDUCT OF MEETINGS**

Meetings of the Council and its committees will be conducted, subject to the discretion of the Chairman of the meeting in each case, in line with the Council's Standing Orders, and with sector body guidance and model procedures.

Meetings of the Council and its committees are held in public, and members of the public will be invited to address the meeting during a public session held as part of the meeting. Members of the public attending and wishing to speak at a meeting will be expected to comply with the following rules:

1. The public session will take place at or close to the beginning of a meeting of the Council and its committees, as the case may be, and this will be displayed on the agenda for the meeting.
2. Anyone wishing to raise items during the public session must provide notice to the Clerk before the meeting starts and, if detailed issues are involved, questions/concerns must be put in writing. At the discretion of the Chairman, the members of the public who have asked to speak will be called in turn to address the meeting.
3. Members of the public wishing to record the meeting should inform those present before commencement of the proceedings.
4. Matters to be raised during the public session may include -
  - any matter which is listed for discussion on the agenda, including ongoing matters as set out in the report on Matters Arising,
  - any other matter of public interest which is within the responsibilities of the Parish Council, and
  - any suggestions of items for inclusion on the agenda of the next meeting
5. The Council and its committees will not be able to take a decision on any issue raised during the public session unless the issue is listed on the agenda of the meeting. (In some cases, in respect of minor issues, a decision of the Council may not be required, and the matter may be dealt with by the Clerk as a matter of routine business).
6. Complaints to the Council may not be raised during the public session (these should be addressed through the Council's Complaints Procedures). See also rule 15 below.
7. At the discretion of the Chairman, questions may be answered at the meeting or dealt with after the meeting by written response.
8. The public session will be expected to take no more than 15 minutes.
9. Members of the public should expect to speak for no more than 2 minutes each.
10. Good manners and respect for other speakers is expected during the session.
11. The Chairman of the meeting will control the public session and his/her decision on the proceedings is final.
12. During the formal proceedings of the Council (or its committees, as the case may be) which follow the public session, there is no right for members of the public to speak without the invitation of the Council (not just the Chairman).

13. Members of the public wishing to speak should indicate this by raising their hand and the Chairman of the meeting may turn to them at an appropriate point in the proceedings. The Chairman may then seek a resolution from the Council to permit them to speak. This resolution will be minuted, but personal identifiers will not be used in the formal record.
14. Members of the public may only be permitted to speak by the Council if they have information which may impact on its decision-making on a specific issue; the public will not be permitted to join in the debate, which is a matter for Council members only (with the advice of the Clerk, as appropriate).
15. Complaints will not be accepted at any stage in the meeting; any complaints must be referred to the Clerk by way of the Council's Complaints Procedures.
16. Members of the public who do not adhere to these rules or who are disruptive in the meeting (whether in the public session or during the meeting which follows) may be excluded from the meeting.
17. The Chairman's decision on the proceedings will be final.