

COCKFIELD PARISH COUNCIL MEETINGS – PUBLIC ATTENDANCE

Members of the public have a statutory right to attend meetings of the Parish Council as observers and may legally speak on matters relevant to the agenda.

Attendees are requested to notify the Chair of any intention to film, photograph or record during the meeting.

The Standing Orders of the Parish Council allow for a maximum period of 15 minutes being allocated for members of the public and/or press to speak. If you wish to speak please advise the Chair prior to the meeting otherwise during the Public Consultation Agenda Item raise your hand and the Chair will call you to speak.

Please note Standing Orders limit any one person's contribution to 3 minutes. If more than one member of the public wishes to speak on the same matter then it is helpful for one person to speak on their behalf in order to prevent duplication.

Matters raised may be added to the agenda for a future meeting at the discretion of the Council. The Parish Council is under no obligation to respond to or debate any representation unless the Chair authorises. Responses may be given verbally or in writing after the meeting at the discretion of the Chair.

Members of the public are welcome to stay for the Parish Council meeting after the public session as observers but have no legal right to speak and will not be able to join in the discussion unless, by exception only, they are invited to do so by the Chair.

Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues) in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act.

Agendas, which set out the business to be conducted at the meeting, are published at least three clear working days before each meeting and are available on the Parish Council website.

Minutes of meetings will be available on the website. Please note minutes are not approved until the next meeting has approved them.

Ian Levett - Chair Cockfield Parish Council

Parish Council Clerk Email: parish.council@cockfield.org.uk

July 23