

# MEOPHAM PARISH COUNCIL

## PUBLIC PARTICIPATION PROTOCOL

**Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the Council as observers.**

Members of the public have no legal right to speak. However, as part of its community engagement, Meopham Parish Council will normally set aside a time for public participation near the beginning of its ordinary meetings of the council when members of the public are invited to speak. In view of this, members of the public will not normally be allowed to speak at other times during meetings, with the exception of invited speakers.

The Chairman of a Standing Committee or Committee may propose that Standing Orders are suspended to allow members of the public to speak on a relevant agenda item. If the proposal is approved by the Committee, the terms below would apply.

**Members of the public should not be involved in the decision-making of the Council. The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda. As a matter of best practice the public forum will be kept separate from the debate of the councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council.**

Members of the public are welcome to stay for the Council meeting after the public session as observers, but will not normally be able to join in the discussion. 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).

### Public Participation Guidance

- The public participation session will be limited to a maximum time of 15 minutes.
- The time for each member of the public to speak shall not exceed 3 minutes.
- If more than one member of the public wishes to speak on the same topic then if possible they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.
- Written statements must be received by the Clerk at least 3 days prior to the meeting.
- Any member of the Council, who has declared a disclosable pecuniary interest on an item to be discussed, will be allowed the same rights and time as a member of the public for this session. This member will be required to leave the room before the Council considers the matter in which they have declared a disclosable pecuniary interest and will not be allowed to vote

# MEOPHAM PARISH COUNCIL

- The Public Forum is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
- The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.
- Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- There is no obligation to discuss or respond to a question raised by a member of the public during a public speaking session.
- A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be minuted.
- If the issue is on the agenda then it will be discussed under the appropriate item
- A person may not orally report or make a commentary about a meeting as it takes place if they are present at the meeting of a parish council or its committees but otherwise may:
  - Film, photograph or make an audio recording of a meeting or use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later
  - Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
- All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.
- Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and to exclude a disorderly person.

**Recommended by Administration and Resources Committee – 14.2.17**

**Approved by Full Council – 28.2.17**