

Trimley St Martin Parish Council

Procedure for the Public Session

A meeting of the Parish Council is a meeting conducted in public; it is a meeting to conduct council business, not a public meeting. Although there is no requirement in law to provide a public forum, the Parish Council chooses to offer residents the opportunity to give their views, to question the Parish Council on issues on the agenda, or to raise issues for future consideration. On conclusion of the public forum members of the public may stay to observe, but they may not take part in the remainder of the meeting which follows.

- County and District Councillors present at the meeting will have the opportunity to provide reports at the commencement of the public participation session.
- Members of the public will then have the opportunity to ask questions and make comments related to items on the agenda. 15 minutes will be allowed for this part of the session.
- Questions or comments must be addressed to the Chairman and must not exceed 3 minutes in length. In exceptional circumstances a longer period may be allowed at the discretion of the Chairman.
- Only one question on a topic may be received from each person although supplementary questions may be taken at the discretion of the Chairman. The order in which questions are taken shall be at the discretion of the Chairman.
- If an issue is raised on a topic which is not on the agenda then it may be carried forward without discussion to the next meeting.
- The Chairman may decide that a response to a question asked by a member of the public should be passed to another Councillor for an oral response or to the Clerk to reply orally or in writing.