

## **Sherburn in Elmet Parish Council – Public Participation Policy**

Meetings of Sherburn in Elmet Parish Council are held every month usually on the third Monday of the month. These are open meetings and can be attended by the public.

We actively welcome the input of the public and in particular local residents, however in formal meetings there is no right for members of the public to speak without invitation of the council [not just the chair]

The first 20 minutes of the meeting are set aside for a Public Open Session and we ask that you keep your presentation short but no more than 3 minutes in length. If we cannot accommodate your item at the meeting for reasons of urgent business and time, then we will allocate an item on a future agenda.

If you wish to attend and raise an issue for formal discussion at the meeting then we prefer that you inform the Parish Clerk in advance so that we can include this item on the agenda. Agendas are published 3 clear days before the meeting, so if you wish an item to be on the agenda please let the Clerk know a week before the next meeting. If detailed issues are to be raised then they must be put in writing.

If you wish to contribute to the matters being discussed during the Public Open Session, please raise your hand to indicate you wish to speak. It is at the Chairman's discretion whether questions raised will be answered at the meeting or dealt with after the meeting by written response to the enquirer. The Chairman will control the Public Open Session and his/her decision upon proceedings, at this part of the meeting, is final.

**Please note.** It is a legal requirement that the council cannot take a decision on any issue raised at a public session unless the issue is specified on the agenda of the Council meeting.

Members of the public are welcome to stay for the Council meeting after the Public Open Session as observers, but will not normally be permitted to speak.

Sherburn in Elmet Parish Council abide by the Nolan Principles recommended by the Committee on Standards in Public Life. [Which can be found on a separate document] but we expect the general public to conduct themselves with regards to the principles of Honesty and Integrity and Respect for Others.

### **Complaints Procedure.**

Complaints will not be accepted in the meeting; any complaints are to be referred to the clerk by way of the council's complaints procedure.

**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.**