

BEEFORD PARISH COUNCIL

Public Participation at Meetings Policy

At each meeting of the Parish Council, there will be provision for members of the public to address the Council. The following procedures will be followed:

- Prior to the commencement of Ordinary Meetings of the Parish Council there will be a Public Forum for a maximum period of 15 minutes, when members of the public may ask questions or make short statements in respect of items on the agenda, or any other council related matter. Members of the public will be welcomed and invited to speak by the Chairman.
- Any individual must limit their questions and statements to a maximum of 3 minutes. All questions must be directed to the Chairman. Questions raised shall not require a response during the Public Forum and individual Councillors will not respond unless directed to do so by the Chairman. The Chairman, at his discretion, may direct the Clerk to respond. There will be no limit on the number of issues that an individual member of the public can raise at one meeting within the 3-minute limit.
- Where more than one person wishes to raise the same issue, one individual will act as spokesperson and no other person will be permitted to speak.
- The format for the Public Forum and the length of individual representations may be extended at the discretion of the Chairman.
- There will be an item on each agenda to allow discussion of the items raised in the Public Forum. The Parish Council reserves the right not to make decisions on the items raised other than, at the discretion of the Chairman, to include the matters as items for the agenda for the following meeting or to direct a written response from the Clerk.

The Council requests that members of the public are respectful at all times. Rude and aggressive behaviour will not be tolerated and any person showing such behaviour will be asked to leave the meeting.

Adopted: 2 October 2023

Last reviewed: 6 May 2025

To be further reviewed as necessary.