**SHARLSTON**
Parish Council

## SHARLSTON PARISH COUNCIL RULES FOR A PUBLIC SESSION

1. The public session will take place at the time defined by the Parish Council.
2. The duration of the session will be defined by the Parish Council.
3. The Chairman of Parish Council will control the public session and his decision upon proceedings at this part of the meeting are final.
4. The Chairman will invoke the procedure set out in Standing Order 2, should in their opinion any person be disruptive during the session.
5. Good manners and respect are expected during the session.
6. The type of issues that members of the public will be expected to raise, i.e., ongoing issues will be defined by the Parish Council (complaints to the Parish Council are not permitted; these should be addressed via the Parish Council's adopted complaints procedure).
7. The Parish Council will not discuss any matter that it has no legal or other interest in or the matter/complaint is between two or more individuals or groups.
8. If detailed issues are to be raised by the public then they must be put into writing. Any detailed financial issues can be included in this, although the Parish Council may wish to address current but minor financial issues where it can in the session.
9. 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.
10. The Parish Council cannot take a decision on any issue raised at public session unless the issue is specified on the agenda of the Parish Council meeting or the Clerk has delegated powers to deal with it as urgent, i.e., highway repairs.
11. The length of time that a member of the public may speak will be defined by the Parish Council and controlled by the Chairman.
12. Members of the public are advised that they may be filmed or audio recorded at the meeting by other people present and will also be advised if the Parish Council is making its own recording, whether visual, audio or both.

## RULES AND EXPECTATIONS OF THE PUBLIC DURING THE FORMAL PARISH COUNCIL MEETING

1. In the formal Parish Council meeting there is no right for members of the public to speak without invitation of the Parish Council (not just the Chairman).
2. The process whereby members of the public are able to speak will be defined by the Parish Council – e.g., indicate by hand and the Chairman will come to them if and when there is an appropriate point in the proceedings. The Chairman will seek a resolution from the Parish Council to permit them to speak and asks them to be patient while this necessary procedure is undertaken.
3. You will only be permitted to speak during the formal meeting if you have information for the Parish Council which may impact on its decision making in a specific issue. Complaints will not be accepted in the meeting; any complaints are to be referred to the Clerk by way of the Parish Council's complaints procedure.
4. Disruptive behaviour will not be tolerated and individuals may be asked to leave if deemed appropriate.

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Approved by Sharlston Parish Council on 1st June 2020 and reviewed on 2nd June 2025

Signed: *Cllr P Belbin* *E King*
Chairman Clerk