

ROSLISTON PARISH COUNCIL

Public Speaking at Parish Council Meetings

The Parish Council encourages public participation at its meetings. To ensure that everyone gets an opportunity to talk, we have introduced guidance on how you can best have your say and make the most of your time when you speak.

Time allocated to public speaking is 10 minutes at any one meeting. This may mean that if there is more than one person wishing to speak, your time may be reduced. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman will direct the order of speaking.

GENERALLY

- If you wish to speak it must be relevant to an item included on the agenda. If you wish to raise anything which is not on the agenda you are advised to contact the Clerk in writing, asking for this to be included on the Council's next agenda. If the item you have raised is not on the agenda, Members will not be able to debate or vote on the item. This is proper Council procedure.
- To make the best use of your time, please be brief and to the point. You may find it helpful to rehearse what you have to say to ensure that everything is included. You will not be allowed to over-run your time.
- You may find that if there are significant numbers of objectors / supporters that it would be better to appoint one person to speak for you all.
- Written submissions, photographs or display material will not be accepted at the meeting, but may be sent to the Clerk at least 5 days before the meeting, so they can be copied and given to the Councillors.
- Please avoid derogatory or defamatory statements. If the Chairman feels that this is the case you may be asked to stop speaking. The Council does not tolerate inflammatory or abusive behaviour towards its councillors, staff or members of the Parish.
- Owing to the short time you have to put your views across, it may not be appropriate to bring plans or elaborate visual aids to illustrate your points.
- A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response

PROCEDURE AT THE MEETING

- You will be asked to give the Clerk your name and address. This is to establish that you are a parishioner. Non-Parishioners may only speak if invited to do so.
- Most meetings of the Parish Council take place in the Milligan Room, Rosliston & Cauldwell Village Hall, Main Street, Rosliston. Please check with the Clerk before the meeting in case there has been any change. If you want to speak, please arrive at the commencement of the meeting and introduce yourself to the Clerk.

- The Chairman will announce that Public Participation has commenced and if you wish to speak, invite you to do so.
- You will be invited to speak for up to ten minutes. The time limit will be strictly enforced and the Chairman will notify you when you have 30 seconds left. Please have the respect and courtesy you would wish for yourself when others present their thoughts.
- After you have finished speaking, you may be asked questions by the Councillors to clarify issues that have arisen.
- After Public Participation section of the Agenda, the Parish Council will continue with items as listed in the Agenda. You are welcome to sit and listen to the debate and other workings of the Council, but will not be able to take part in further discussion.
- The Chairman has responsibility for the smooth running of the meeting. His/her decision on procedural matters is final.
- Please note that the Council will generally not comment on planning matters until a formal application to South Derbyshire District Council has been made.

To contact the Clerk call 07919 982709 or email clerk@roslistonparishcouncil.org.uk

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