

# DISLEY PARISH COUNCIL

**Richard Holland** *Disley Parish Clerk*

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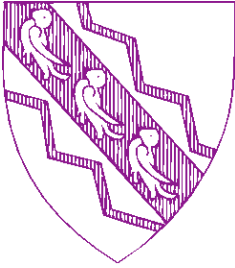


## **PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS\*** (As approved and adopted by Disley Parish Council on 11<sup>th</sup> February 2015)

- Meetings of Disley Parish Council are *not* public meetings, but members of the public have a statutory right to attend meetings of the council as observers.
- Members of the public have no legal right to speak unless the Parish Council Chairman authorises them to do so.
- As part of its community engagement, Disley Parish Council holds a Public Forum at the beginning of each meeting to allow for public participation, when members of the public are invited to address the Council.
- Items raised in the Public Forum, that do not appear on the agenda, may be deferred to a future meeting at the discretion of the Council.
- Members of the public are welcome to stay for the Council meeting after the Public Forum as observers but will not be able to join in discussions unless invited to do so by the Chairman.
- Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, legal issues etc).
- Members of the public cannot be involved in the decision-making of the Council.

### **SPEAKING IN THE PUBLIC FORUM**

- The Public Forum is limited to 15 minutes.
- Each member of the public may speak for a maximum of 5 minutes.
- If several members of the public wish to speak on the same topic, then the group should nominate one person to speak on their behalf.
- Written statements to be read on behalf of a member of the public must be received by the Clerk at least 3 clear working days prior to the meeting.
- The Chairman has the right to determine if any question or statement is inappropriate and to dismiss it.
- Neither Councillors nor the Clerk shall be pressurised to respond immediately to comments made in the Public Forum.



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- A question raised during the Public Forum will not require an immediate response and there should be no debate or discussion between the Council and the public.
- Topics raised in the Public Forum will be included in the minutes of the meeting.
- Libellous, offensive and discriminatory comments will not be minuted.
- If an issue raised is on the agenda, then it will be discussed under the appropriate item and Councillors may resolve to move that item up the agenda.
- All attendees will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates another person.
- All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
- Only one person is permitted to speak at a time and the Chairman shall direct the order of speaking.

## NOTE

- 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 their contribution and exclude them from the meeting.

\*Further references to public participation at Parish Council meetings appear in the Council Standing Orders 1 (c) to (k) available on the Disley Parish Council website at <http://disleyparishcouncil.org.uk/your-council/council-policy-documents/>