

Wortwell Parish Council

Public Participation Policy

Adopted: February 2018
Reviewed: June 2023
Next Review Due: June 2025

Objective

Wortwell Parish Council wishes to encourage the public to attend all its meetings.

Policy

1.1 Documents: Agendas are posted on the Council's notice boards. Agendas and Minutes are available from the Council's website and copies of documents are available from the Clerk in accordance with the Council's Freedom of Information Policy.

1.2 Public attendance at meetings: As a general rule, all Council meetings are open to the press and members of the public. However, from time to time, confidential items may be discussed and then the press and members of the public may be excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960.

1.3 Written submissions: Members of the public may submit comments on any agenda item in writing. Members of the public may also submit a written request for the Council to consider any matter within its remit. Valid requests will be put on the agenda for the next appropriate meeting. The Chair of a meeting may read out all or part of a written submission or summarise a submission or group of submissions making a similar point.

1.4 Confidentiality: Where allowed by the Freedom of Information Act 2000, requests for confidentiality will be respected. Written submissions should be sent to the Clerk.

1.5 Public speaking: Although there is no automatic right for members of the public to speak at Council meetings, Wortwell Parish Council includes a pre-meeting and post-meeting opportunity (maximum 10 minutes) for members to address Councillors by way of a question. Where more than one person makes a request to speak, the Chair may ask those wishing to make a similar point to appoint a spokesperson. Persons invited to speak are required to give their name and address and state their interest in the matter for discussion. The Chair of the meeting may curtail any speech if inappropriate language is used or where time pressures dictate. The discretion of the Chair is absolute. Public speaking rights are further clarified in the Standing Orders.

General

2.1 Complaints: Complaints made under this policy should be referred to the Clerk as identified under the Council's Complaints Policy.