

SHALFLEET PARISH COUNCIL

PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

WELCOME

PROCEDURE AT THE MEETING

All meetings of the Parish Council take place on the second Wednesday in the month, except August, when there is no Parish Council meeting.

The Meetings all start at 7.15 pm. They will be held either at Newbridge Community Centre, Shalfleet C of E Primary School or Wellow Institute. Please check venue with the Clerk Tel: (01983) 531491 or website www.shafleetiow.org.uk

Seating will be provided in front of the tables and seats that the Parish Councillors and Clerk sit at.

The Chairman will announce that Question Time (public participation time) has commenced and if you wish to speak, invite you to do so. The time limit will be strictly enforced.

To ensure everyone gets a fair-share of the **30 minutes available**, you will only be able to **speak once for up to three minutes**. However, if there are more people wanting to speak than the session allows, the maximum time for individuals to speak may be reduced, with the time being divided equally between each person.

If more than one member of the public wishes to speak on the same topic, please nominate **one person** to speak on the subject, this will avoid duplication and make the best use of the public participation period.

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.

Please have the respect and courtesy you would wish for yourself when others present their thoughts.

After you have finished speaking, you are welcome to sit and listen to the debate and other workings of the Council, but **will not be allowed** to take part in further discussion, interact with members of the Council or speak whilst the meeting is taking place, unless specifically asked by the Chairman.

After Question Time the Parish Council will continue with items as listed on the agenda. The target time limit for meetings is 2 hours.

The Chairman has responsibility for the smooth running of the meeting. His/her decision on procedural matters is final.

Agreed trial 12.9.18.