

# HEALEYFIELD PARISH COUNCIL



## PUBLIC PARTICIPATION

**Review Date:** 28 July 2022

**Next Review Due:** July 2025

## **PUBLIC PARTICIPATION**

Public participation is at the Chairperson's discretion, such participation must not hinder council business and must be conducted in such a way as to maximise its effectiveness.

Public participation will take place at every meeting of the council – subject to the Chairperson's permission, who can also decide if and when members of the press and public are to be excluded<sup>i</sup>.

Public input will be allowed on each item specified on the agenda, such participation can be minuted and form part of the proceedings. Each individual or group will be allowed 5 minutes as a whole to put forward their points.

A maximum of 30 minutes in each meeting will be allowed for public participation. Special arrangements will need to be made at another time by the Chairperson if these overrun.

Complaints against the parish council will not be accepted in the meeting and are to be referred to the Clerk in writing. (see the Complaints Policy)

If a person wishes to request an issue be put on a future agenda, this will be done at the end of the current agenda. Public participation is not a legal necessity and would have to be abandoned if the rules are broken. As a matter of best practice, the public forum will be kept separate from the debate of Councillors.

Chairman: .....

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<sup>i</sup> Local Government Act 1972 ss 100 and 102; Public Bodies (Admission to Meetings) Act 1960