

## APPENDIX 2 TO THE STANDING ORDERS

### CRONDALL PARISH COUNCIL

#### PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

##### 1. APPLICATION

The Parish Council will allow a 15 minute period at Council Meetings prior to commencement of the main business of the meeting listed on the agenda, to enable the Public to make a statement or ask questions. Applications to participate should be made in writing to the Clerk and contain the following information;

- Name
- Address
- Telephone number
- A copy of the statement to be made or the question to be asked.

##### CODE OF PRACTICE:

2. WHO MAY PARTICIPATE – anyone who lives or works in the parish may participate provided that they are present at the meeting when the statement or question is called by the Chairman of the Parish Council.
3. SUBJECT – the subject must be relevant to the Parish or the powers and duties of the Parish Council and should be of general interest rather than matters that affect one or two individuals.
4. NOTICE OF PARTICIPATION – written notice should be given to the Clerk of the Parish Council as early as possible before the Council Meeting. Participation requests will not be accepted after 9am on the Friday preceding the Council Meeting.
5. WHICH REQUESTS WILL BE CALLED – the Chairman of the Parish Council will decide which requests for participation to call in relation to the above criteria and the time available (15 minutes). The Chairman will ensure a fair distribution of requests amongst individuals and organisations.
6. PRESENTATION – when called the person participating should state their name and address and make the statement or ask the question as submitted previously in writing.
7. SUPPLEMENTARY QUESTIONS – a person asking a question may, on receiving an oral answer, ask a supplementary question provided that the question relates to the initial question or to the answer received.
8. ANSWERS – The Chairman of the Parish Council may ask the chairman of an appropriate Committee of the Council to respond. A Member to whom a question has been directed, bearing in mind that any question given must reflect Council Policy, may decline to give an oral answer and opt to give a written reply. The written reply shall also be circulated to all Members of the Parish Council.
9. QUESTION NOT ANSWERED – any question not answered due to lack of time shall be answered in writing.
10. MINUTES – the full text of the statement or question and the answer given, will be included in the Minutes of the Meeting.