**CAWOOD PARISH COUNCIL: GUIDANCE FOR A PUBLIC SESSION**

1. The public session will take place after receipt of apologies and declarations of interest.

2. The session will be for 15 minutes or less.

3. The Chairman of the Council will control the public session and their decision upon proceedings at this part of the meeting are final.

4. Good manners and respect are expected during the session.

5. During the session, complaints to the Council not permitted; these should be addressed via the Council’s adopted complaints procedure.

6. Where detailed issues are to be raised by the public then they must be put into writing in advance of the meeting.

7. It is at the Chairman’s discretion whether questions raised will be answered at the meeting or dealt with after the meeting by written response to the enquirer.

8. Council cannot take a decision on any issue raised at public session unless the issue is specified on the agenda of the Council meeting or the Clerk has delegated powers to deal with it as urgent, ie highway repairs.

9. Members of the public should be advised they may be filmed or audio recorded by members of the public at the meeting or if the Council is making its own recording, whether visual, audio or both.

**DURING THE FORMAL COUNCIL MEETING**

1. In the formal council meeting there is no right for members of the public to speak without invitation of the Council.

2. Should members of the public wish to speak: indicate by hand and the Chairman will come to them if and when there is an appropriate point in the proceedings. The Chairman will seek a resolution from Council to permit the visitor to speak.

3. The public will only be permitted to speak during the formal meeting if they have information for the Council which may impact on its decision making in a specific issue. Complaints will not be accepted in the meeting; any complaints are to be referred to the Clerk by way of the Council’s complaints procedure.

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