

## **CAPEL PARISH COUNCIL**

### **Protocol for the public attending Parish Council and Committee meetings**

If you are attending a parish council or committee meeting and wish to address the meeting it may help you to be aware of the procedures.

Members of the public are not entitled to become part of any of the meetings of the council.

At all full council meetings a period of **15 minutes** is set aside at the end of the meeting to allow members of the public to address the meeting and you will be invited to speak during this period. You may not question Councillors or enter into a debate with them. Three minutes are allowed per person although the Chairman of the meeting has the discretion to extend this.

Planning committee meetings; at the discretion of the Chairman, the planning committee welcomes contributions on individual applications from both applicants and opponents. Please keep contributions relevant to the application in question and try to avoid repeating points already made by other contributors.

It would be very helpful if you could give advance warning of any question or any query you may have. You can do this by either writing, emailing or telephoning the parish council office 3 working days before the meeting. If this is not possible it is not a problem. At the meeting you will be asked for your name and on what subject you wish to speak. A written response will be sent to you after the meeting.

At the end of the meeting the Chairman invite you to speak. Three minutes is quite a long time to talk but can go very quickly if the issue is complex so the following suggestions may help you to effectively get your comments across.

- ◆ Open your talk by explaining the location of any problem, try to be as specific as possible e.g. the piece of land at the junction of.... and ....
- ◆ Have a list of the relevant points you wish to make.
- ◆ Try to be concise and not go off the point.
- ◆ If you know what you want please ensure that you clearly inform the council.

Notes will be made of your comments and questions, but **do not** form part of the formal minutes. The minutes should only record decisions taken in the meeting. You should note however that this is a meeting held in public, not a public meeting, and a member of the press and other members of the public may be present. You should not slander anyone nor make any comments that are offensive or which you feel should not be public. If this is a sensitive issue please contact the Clerk to discuss the best way to proceed.

If you prefer not to address the council in public then contact the Clerk who can make alternative arrangements for your issue to be notified to members.

Speaking at a committee meeting will be at the discretion of the committee Chairman.

**Please remember that the people you are addressing are unpaid volunteers from your community. They have volunteered because they care about the community and wish to help the local residents. Parish councillors are always pleased to have visitors to the meetings especially if there is an issue that the parish council might be able to help with.**

Capel Parish Council, Capel Village Hall, Falmouth Place, Five Oak Green, Kent TN12 6RD

**Tel:** 01892 837524 **Email:** clerk@capelpc.co.uk

USUAL OFFICE HOURS Monday & Thursday 9.30am to 12.30pm