SHOTTON PARISH COUNCIL

PUBLIC PARTICIPATION POLICY

Shotton Parish Council wishes to encourage public participation during it's meetings in order to use this as one means of consulting with the public.

However, the Council recognises that rules must control the manner of participation in order that the Council Meeting may continue to operate effectively.

Public participation is an opportunity to ask questions not to make statements.

Accordingly the following rules must be observed for public participation at meetings.

1. Public participation will take place at every full Parish Council meeting subject to the Chairman's permission.

2. Public participation will take place at the beginning of the meeting and will last for a maximum of 15 minutes.

3. Each member of the public will be allowed a maximum of 3 minutes to ask a question.

4. Members of the public wishing to ask questions during public participation should inform the Clerk to the Council at least 1 working day prior to the meeting. The Chairman may use his/her discretion in allowing members of the public to speak at the meeting without prior notice.

In allowing public participation the Council is aware that this forms only one means of consultation with the public, and that no decisions other than undertaking further research or writing to relevant bodies can be taken at the meeting where the matters is raised. The Council will not enter into a discussion on the subject raised.

In response to questions about services, the Council shall provide answers where possible at the meeting. If this is not possible a written response will be given to the questioner where possible within 14 days of the meeting and the contents of which will be relayed to the next Parish Council meeting.

Adopted by the Shotton Parish Council at its meeting held on 27 October 2014