

Ugthorpe & Hutton Mulgrave Parish Council

Rules covering the Public Participation Session

There will be a public participation session towards the beginning of each Parish Council meeting, during which members of the public are invited to address the Council on any issue over which it has a power.

Each member of the public is entitled to speak once only for up to 3 minutes, with the total session lasting up to 15 minutes or at the discretion of the Chairman. If you wish to speak, please raise your hand and wait for the Chair to invite you to speak, a speaker should address the Council through the Chair. If several people want to speak on the same topic, they should appoint a spokesperson to speak for them all.

The Council is not obliged to answer any questions asked or enter into any debate on an issue raised by a member of the public during a public participation session at a meeting. However, if the Council does make a response it shall be given through the Chairman. You may be advised that the Council requires more time in order to investigate your concern before you receive a full response or that you need to put your concern(s) into writing.

A record of a public participation session shall be included in the minutes of the meeting.

Any person deemed to be acting offensively or improperly, or disrupting the business of the meeting, will be asked by the Chair to moderate their behaviour. If they do not comply with this request, any Councillor can ask for them to be excluded from the meeting. If seconded, this motion will be put to the vote without further discussion.

For Information:

The Parish Council is required to follow certain rules and procedures as defined by the Local Government Act 1972 and are set out in its Standing Orders. Therefore, the Parish Council cannot make decisions on items that have not been included on the agenda. Items not on the agenda that are discussed and relate to urgent parish maintenance issues can be delegated to the Clerk to deal with under delegated powers as detailed in the Standing Orders.

If members of the public raise issues not timetabled for discussion, they may be included on the next appropriate agenda at the discretion of the council. If the matter raised is already on the agenda, it will be discussed by the Council during the meeting.

Members of the public may only make contributions during the Public Participation Session (Parishioner Matters). At other times, the discussion is restricted to Councillors. However, the public are welcome to stay in the meeting and listen to the debate, should they so wish.

Occasionally, there are items which need to be discussed without the presence of the press or public for legal reasons. When this happens, any members of the public present will be directed to leave. It should be noted, however, that any decisions taken during private sessions are public knowledge and will be detailed in the minutes of the meeting.