

BRYMPTON PARISH COUNCIL

PROCEDURE FOR SPEAKING AT PARISH COUNCIL MEETINGS

When can you speak?

The chairman invites questions for up to 15 minutes. Councillors and staff will try to address your issues but the Council may make decisions only if the matter has been included on the agenda. You may be advised that the Council requires more time in order to investigate your concern before you receive a full response.

It is the chairman who determines who shall speak, in which order and for how long. Other opportunities exist to raise concerns with the Council including contacting Councillors directly or contacting the Clerk.

What happens at meetings?

The order of business at every meeting will be as set out on the agenda and the Parish Council ask that everyone attending respects the office of the chairman who is responsible for the conduct of the meeting and for ensuring that the business specified on the agenda is carried out.

The Parish Clerk will normally be present and is responsible for preparing Agendas, taking Minutes and helping Councillors make decisions that are informed, procedurally correct and lawful.

If you have any concerns at all about attending a meeting, please contact the Clerk for help and guidance.

Brympton Parish Council

Tel: 01935 424332

Email: clerk@brymptonparishcouncil.gov.uk

Web: www.brymptonparishcouncil.gov.uk

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