

## CHADDESLEY CORBETT PARISH COUNCIL

### **Procedure for Members of the Public**

1. Members of the public are entitled to attend meetings of the council, and the council welcomes their presence.
2. Meetings are managed in accordance with the requirements of the law and the council's standing orders (copy available on request).
3. The chairman of the council will normally preside, and will decide any question about the meeting's procedure. Members of the public should not enter into discussions with Councillors during open question time.
4. Members of the public wishing to address the Parish Council will normally be allowed 3/5 minutes, they will be expected to say who they are and where they live in the Parish and can expect not to be interrupted (except if necessary by the Chairman).
5. If the council decides to consider an item in confidential session, members of the public will be required to leave the meeting. Usually this is to consider items relating to staff issues eg salaries and contracts, or legal matters where public knowledge would prejudice fair process.
6. Members of the public will be invited to speak during Open Forum, and possibly at other times by the invitation of the chairman. Otherwise, they are asked to remain quiet to allow the effective conduct of the business of the meeting.
7. Members of the public interrupting the proceedings of the meeting may be asked to leave, and the chairman may adjourn the meeting to restore order.
8. All persons attending meetings of the council are expected to conduct themselves in an orderly way and to treat each other with respect.
9. Please ensure that mobile phones are switched off.