

WILLITON PARISH COUNCIL

PUBLIC PARTICIPATION

Williton Parish Council would like to offer the opportunity for all members of the electorate to participate at the Council meetings. This will not be an agenda item and a time slot will be allocated for this purpose prior to the commencement of the meeting.

In order to remain within the law and to facilitate this process a set of guidance notes has been created and are detailed below.

- Notice must be given up to midday of the day of the meeting to the Clerk in order to participate in an item on the agenda of the Council meeting
- 8 days written notice to the Clerk must be given to request that an item be considered as an agenda item
- An individual can speak for no longer than 3 minutes
- The total time allocated to this item shall not exceed 15 minutes unless authorised by the Chairman
- The Chairman will call upon those wishing to speak in turn who will be invited to make a brief representation or to ask a question concerning agenda items of the Council
- Those wishing to speak should give their name and address for the record to the Clerk
- Those asking questions will not normally receive an immediate answer but will receive a written or verbal response from the Chairman in due course
- Council members will not enter into discussion with those asking questions at the meeting
- Following the public participation, attendees are asked to remain silent whilst the Council members consider their agenda items. Attendees are free to leave the room at any point but are asked to do so without causing disruption to the meeting.
- Members of the press and public may be asked to leave the meeting if an item of a confidential nature needs to be discussed.

As you are aware, you are free to lobby the Council through its individual members and in writing to the Parish Office.

Thank you for your co-operation with the above.

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