

Williton Parish Council

A General Guide to Meetings

The Parish Council is made up of up to 12 elected, unpaid members, who represent the village on various matters. It is the second tier of local government, the main being Somerset Council.

Meetings of the Full Council are usually held on the first Monday of the month (except September and December), at the Parish Office, 2 Killick Way, Williton, Somerset, TA4 4PY. The public is very welcome to attend, and we encourage comments to be made during the open sessions, part of every meeting.

The council works with other principal authorities and can report issues such as flooding, planning concerns, overgrown trees, footpaths, roads, street signage and speeding to the relevant authority on your behalf.

Parishioners are welcome at all formal meetings of the Council. You are entitled to share your views on any item on the agenda with the parish council so that we can represent you well.

You should let your council know if anything in the village is of concern, so that action can be considered on your behalf.

This gives advice about speaking at parish council meetings, for any additional information, please contact the parish clerk on 01984 633979 or clerk@willitonpc.org.uk

Q1 At which meeting may I speak?

You may speak at any public meeting of the council. All public council meetings include an opportunity for members of the public to speak.

Q2 How will I know when to speak?

- **Public Question Session (Start of Meeting):**
Every public meeting begins with a dedicated time for public questions. This is your guaranteed opportunity to speak.
- **Chairman's Discretion:**
During the meeting, the chairman may **adjourn proceedings** and invite public comments if they choose. This is not guaranteed and depends on the chairman's judgment.

Q3 Are there items I may not discuss?

Confidential or commercially sensitive matters, including personnel issues, may not be discussed in public.

Q4 How do I know what is on the agenda?

The agenda is published on the Parish Council website and displayed in the window of the Parish Office. Minutes from past meetings are also available online

Q5 How do I arrange to speak?

Members of the public who wish to speak are encouraged to contact the Clerk prior to the meeting or raise their hand when invited to do so by the Chairman. Questions should relate to a specific item on the agenda

Q6 What should I say?

The Council kindly requests that speakers identify themselves and state their concerns briefly and clearly

Q7 For how long may I speak?

A maximum of three minutes will be allowed for each speaker. At the Chairman's discretion, this may be extended slightly in exceptional circumstances. Please note that no public speaking is permitted once the Parish Council meeting has formally commenced

Q8 May several people present a comment together?

Yes. You may find it helpful to coordinate with other residents to present a shared view or to nominate a spokesperson. This can help ensure that your points are communicated effectively without exceeding the time allocated for public speaking

Q9 May I raise an issue that is not on the agenda?

Yes, you may raise an issue that is not listed on the agenda. However, please note that the Council may not be able to provide a full response at the meeting. Your concern may need to be referred for further consideration or added to a future agenda.

Q10 Can I provide written or visual information?

Yes. Please ensure that any written or visual materials are submitted to the Clerk at least one week before the meeting to allow for circulation to Councillors.

Q11 Will the council respond to my concerns?

The Council will respond on a case-by-case basis. If the matter is not on the agenda, no decision can be made during that meeting. Additionally, some concerns may require further research, so an immediate response might not be possible. Please provide your contact details to enable us to follow up with you

Q12 When will a decision be made?

There is no fixed timescale for decisions to be made. However, you are welcome to contact the Clerk one week after the meeting if you would like an update