EASTVILLE, MIDVILLE AND NEW LEAKE PARISH COUNCIL

Public Participation at Meetings Policy

Adopted 16 July 2025

Public and press are welcome to attend all Council, Committee and Sub-Committee meetings that are not closed meetings

At each ordinary meeting of the Council and that of Committees there will be provision for members of the public to address the meeting

THE FOLLOWING PROCEDURES WILL BE FOLLOWED:

1. Prior to the commencement of the meeting there will be a public forum for a maximum period of 15 minutes when members of the public may ask questions or make short statements
2. Any individual must limit their questions/statements to a **maximum of 3 minutes**
3. Those members of the public wishing to speak will be asked to raise their hand and identify themselves. Their names will be taken by the Clerk, and they will each be invited in turn to speak. It should be noted that members of the public who do not indicate they wish to speak when invited will not do so.
4. **All questions must be addressed through the Chairman.**
5. At the discretion of the Chairman, the Clerk/RFO may be allowed to address/respond and/or if appropriate will be added to a future agenda for all Members of the Council to discuss.
6. Councillors will not question nor enter into a discussion or debate with any member of the public during the meeting unless a member can advise then the Chairman will ask them to address/respond.
7. The format for the public forum and the length of individual representations may be extended at the discretion of the Chairman, but no longer than a total of 20 minutes or 5 minutes for an individual
8. **Please note**: Questions can be posted or emailed to the Clerk and will be responded to within the working days of the Clerk and if appropriate will be added to a future agenda for Members of the Council to discuss
9. Following will be a maximum of 10 minutes set aside to receive reports from the Police, County and Borough Councillors and other outside bodies, at the discretion of the Chairman this can be extended, but no longer than a total of 20 minutes or 5 minutes for an individual
10. Members of the Council are asked to keep their questions/statements short, precise and relevant to the report given to the outside bodies or ask for the matter to be added to be next agenda for discussion