

# Ruspidge & Soudley Parish Council Meeting

## Public Participation

Public participation begins at 7pm once the chairman has formally opened the meeting.

The meeting including public participation will be recorded on PC minutes. The minutes will be made public on the PC website. Minutes are not recorded verbatim. Only key points, actions requested, outcomes and the names of all present will be recorded in the minutes.

No member of the public may submit more than one question in total for any one meeting of Council or ask or submit questions on behalf of another member of the public.

We politely request, once the meeting is open NO side conversations and the public present observe the following orders.

*In accordance with Parish Council Standing Orders:*

- 3.k Only one person is permitted to speak at any time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- 3.i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- 3.g A member of the public shall not exceed five minutes talking time unless directed to by the chairman of the meeting.
- 3.j A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- 3.h A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

**At the discretion of the chairman, the public participation section of the meeting will be closed. The chairman's decision to close public participation is final.**

Once public participation is closed members of the public present are welcome to stay for the full parish council meeting (excluding confidential matters) but must remain silent and not speak unless invited to by the chairman of the meeting.

You can of course leave the meeting at any time, but we request you do so in as quiet a manner as possible.

Thank you for your participation and for observing R&SPC Policy & Standing Orders.