

PROCEDURE FOR PUBLIC PARTICIPATION AT MEETINGS OF THE PARISH COUNCIL

Members of the public have a **legal right to attend** meetings of a Parish Council and its Committees, except where they are excluded for specific items which need to be discussed in confidence. Such items will be noted as private and confidential on the relevant agenda.

Whilst members of the public have **no legal right to speak** at meetings of the Parish Council and its Committees, as part of its commitment to community engagement, Storrington & Sullington Parish Council welcomes the public's involvement and time will therefore be set aside for public participation.

The following procedure will form the basis of the general rules and time limits for public participation but may be subject to slight variations at the discretion of the Chairman in order to ensure that the meeting is carried out efficiently and in a disciplined manner. The Chairman reserves the right to take action against any disruptive behaviour as described in the Parish Council's Standing Orders.

During the Meeting (for items on the agenda)

- The first period of public participation may take place near the start of the meeting, immediately after The Clerk / Deputy Clerk's Update (for Committee meetings) or after representations from District and County Councillors (for Full Council meetings).
- The maximum time for this period of public participation is 10 minutes and no member of the public may speak for more than 3 minutes. Members of the public should indicate at the beginning of their comments the agenda items they wish to refer to.
- Members of the public may not participate in the Councillors' debate unless specifically invited to by the Chairman to clarify remarks made or to answer questions.
- Whilst comments made during public participation may be (very briefly) minuted, there is no need for a verbatim record.

At the end of the Meeting (for items not on the agenda).

- Members of the public may raise matters not on the agenda but within the purposes of the Council at the end of the meeting (Adjournment).
- The maximum time for this period of public participation is 10 minutes and no member of the public may speak for more than 3 minutes.
- Formal decisions cannot be legally made on matters that are not on the published agenda but may be referred to a future meeting.

The procedure for public participation at meetings of the Parish Council was reviewed and adopted by Full Council at its Meeting held on 24th February 2021.