

**Brewood and Coven Parish Council
with Bishop's Wood and Coven Heath**

Public Participation

Members of the public have a statutory right to attend public meetings of the Parish Council but have no legal right to speak unless the Chairman of the Parish Council authorises them to do so. However, as part of its community engagement, Brewood and Coven Parish Council will adjourn its meeting in order for members of the public to address the Council on matters appertaining to proper Parish Council business.

As a matter of good practice Public Participation will be kept separate from the meeting of the Parish Council. If matters raised are not on the agenda for the meeting, they may be placed on the agenda for a future meeting at the discretion of the Clerk.

Public Participation is an opportunity for members of the public to:

***Make representations to the Council *Ask questions *Give evidence relating to an agenda item.**

Members of the public are welcome to stay for the duration of the Council meeting after Public Participation ends but will not be able to join in the discussion because they cannot be involved in the decision-making process of the Council. (Members of the public may be asked to leave a meeting by a resolution of the Council in order to enable the Council to consider specific items which are deemed confidential under Schedule 12A of the Local Government Act 1972).

The Council is prevented from making a decision on any matter which is not included on the agenda.

Procedure During Public Participation.

- Public Participation will be limited to a maximum time of 15 minutes unless extended at the discretion of the Chairman.
- All members of the public wishing to speak during Public Participation must give their name and home or business address in the Parish.
- Speaking during Public Participation will be limited to parishioners of Brewood, Coven, Bishop's Wood and Coven Heath (or their representatives); a member of the public who is not a parishioner of the Parish may be permitted to speak at the discretion of the Chairman.
- The length of time for each member of the public to speak will be limited to four minutes. This time may be extended at the discretion of the Chairman.
- If more than one member of the public wishes to speak on the same topic, they must nominate one person to speak on their behalf. This will avoid duplication and make the best use of the Public Participation period.

Written statements should be received by the Clerk at least three days prior to meeting unless it is agreed by the Chairman that they can be tabled at the meeting.

Any Member of the Parish Council who has, at the appropriate time during the meeting, declared a Disclosable Pecuniary Interest on an item to be discussed on the agenda will be allowed to address the Council during Public Participation as a parishioner and will not be speaking as a Member of the Parish Council.

The Chairman, who may refer to the Clerk for guidance and/or advice, shall determine whether or not a matter raised by any member of the public is a matter for the Parish Council.

A brief record of topics or comments raised during Public Participation may be included in the Minutes of the Parish Council meeting.

All persons present will act respectfully towards one another and offensive language will not be tolerated.

Standing Orders and Code of Conduct of Brewood and Coven Parish Council apply to all behaviour in Public Participation.

This document does not replace The Openness of Local Government Bodies Regulations 2014 and/or The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012.

16th May 2019