



Procedures and Standing Orders applying to Public Participation at Langton Matravers Parish Council Meetings

Members of the public are most welcome at Parish Council meetings. At such meetings there will normally be a period of public participation during which members of the public may address the Council. All LMPC meetings are audio recorded by the Council. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by members of the public is allowed so long as permission is sought from the Council and in the view of the Council this does not disrupt the meeting in any way. In the event that a member of the public objects to being videoed or photographed then the Council may impose restrictions on when and how the recording or transmitting equipment can be used.

Prior to the public participation period the Chairman will adjourn the Council meeting proper and invite members of the public to address the Council.

- The Chairman will inform the public of the amount of time available to make a single address. The time will normally be three minutes but the Chairman may vary this as (s)he thinks fit.
- Members of the public wishing to address the meeting should raise their hand and wait until called by the Chair
- People when called should identify themselves and state the topic on which they intend to speak
- A speaker wishing to raise an additional topic will resume their seat, raise their hand and wait until called by the chairman
- Any address should be through the Chair.
- The Chairman may interrupt an address and/or bring it to an end at any time and in such an event the speaker shall resume their seat.
- Any question to the Council will be answered after the public participation period. The Chair will decide whether answers will be provided: immediately after the public session, under a later agenda item or at a subsequent meeting. Questions to other persons or organisations will, at the discretion of the Chair, be passed to the relevant person but only if they have indicated that they are happy to answer the question there and then.
- A Councillor may with permission of the Chairman seek clarification from a speaker, but this must not result in conversation.
- A Councillor may with the permission of the Chairman address the Council from the floor as a member of the public
- The meeting of the Council is open to the public but is not a public meeting. Once the Chairman has closed the public participation period and re-opened the meeting no further public participation is permitted.
- If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that (s)he leave from the meeting and may adjourn the meeting for such a period as is necessary to restore order.

PLEASE RETURN THIS SHEET BEFORE YOU LEAVE THE MEETING