

Luccombe Parish Council

Public Participation at Meetings

In preparing this protocol the Parish Council has referred to guidance published by other Parish Councils and NALC

Parish Council Meetings are not Public Meetings they are, however, open to members of the public to observe, and/or speak at by prior arrangement, for no more than 5 minutes, during either the Public Participation session or when the relevant agenda item is being discussed.

If a member of the public wishes to comment on an item on the agenda, prior notification must be given to the Clerk by noon on the day preceding the day of the meeting by email or telephone.

If a member of the public wishes to raise a separate item or to raise a question then a written statement must be given to the Clerk by letter or email by 0900 hrs on the day preceding the day of the meeting.

Neither Councillors nor the Clerk are under any obligation to respond immediately to matters raised by the public during the public participation session or during an agenda item and there should be no debate or discussion between the Council and the public. Questions may be responded to at the discretion of the Chairman.

Members of the public who have a prejudicial interest in the outcome of any agenda item they wish to comment on must leave the meeting before any debate and decision is made by the Council.

Members of the public do not have a right to force items on to the agenda nor to insist on how matters are recorded in the minutes.

All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates anyone.

All statements questions, responses, challenges, complaints and criticisms must be made politely and be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.

Offensive or threatening behaviour will not be tolerated.

Approved and Adopted at the Parish Council meeting held on 28/5/2025

Signed.....

Date.....