

Thank you for attending your Parish Council meeting, we are delighted you can attend, we are facing a diverse array of challenges at unprecedented levels and we need all the support we can so thank you for coming along and supporting your Council.

The Council is made up of elected Cllr's one of which is elected as the Chairperson and the clerk.

The clerk is there to ensure the Council meeting is run correctly and lawfully and ensure compliance of the local policies in relation to the meeting and how it is run.

Whilst not the law, this council has ensured at every meeting the public who attend such meetings should have an opportunity to address the Council. This will always appear on the published agenda and the time allocated is **15 minutes in total** for members of the public.

The council must comply with a set of rules called ***The Standing Orders***. These will be published on our website in due course to display transparency and openness, but it is these orders which ensure the Council fulfil its legal obligations for the purposes of the Council meeting, decisions made and audit compliance.

- To assist you and the Council **IF** you wish to address the Council please alert the Clerk before the meeting commences (on the very day is fine no need to pre notify.)
- Provide the topic you wish to raise. Please note this **MUST** relate to the Agenda items
- It will assist the clerk if you are seeking a decision of the Council or simply explaining a point for the Council to note.
- The Council are not obliged to offer any response and will not enter into a Q&A session with the public as this prevents others having an opportunity to speak within the allocated 15 minutes slot.
- Once the Chair closes the agenda item down I.E. the public opportunity, members of the public are free to observe the rest of the meeting but are not allowed to participate.

- Each member of the public can speak for 3 minutes only. The clerk will invite the Chair to stop the address if this goes beyond the 3 minutes. **To assist you the clerk will inform all speakers once 2 minutes have elapsed.**
- The allocated time for the agenda item is 15 minutes only. If the number of persons who wish to speak exceed the allocated time the clerk will defer speakers based on priority and relevance to the current agenda.
- If a number of persons wish to talk about the same agenda item a spokesperson may be more suitable. Please seek advice from the clerk who can assist you to ensure this is afforded to you.

The Council hope this brief insight may assist you in any contribution you may wish to make, remember this is your Council and if you wish to raise something you feel should be on the agenda please write to the Clerk or liaise direct with one of the Cllr's.

Please note the Council are not being difficult in seeking your support with the due process, if in the unlikely event the meeting is disrupted the agenda item can be closed and or removed and standing orders reviewed and amended.

Barry Halliday (Clerk) May 2016.