

How the Business of the Parish Council is Conducted – Chair’s Notes

Members of The Public

Members of the public are able to speak at council meetings when invited to do so by the Chair. The speaking time may be limited to 3 minutes per person at the discretion of the Chair and all comments should be addressed to the Chair.

Public session for items on the agenda

There is an item on the Agenda described as a “Public session for items on the agenda.” At this point the Chair will ask members of the public whether they want to speak on any items on the agenda so that he/she is aware of the wish to speak. Members of the public may speak when that item is being discussed and only when invited by the Chair to do so.

Members of the public wishing to speak on items not on the agenda

Members of the public wishing to speak on items not on the agenda may only do so at the discretion of the Chair and should arrive before the start of the meeting to advise the Chair or Clerk of their wish to do so.

It should be noted that no decision can be taken by Council on an item that has not been advertised on the agenda for the legally required period of time.

Copythorne Parish Council Standing Orders Item No. 2

Disorderly conduct at meetings

- a No person, be they a member of the public or a councillor, shall obstruct the transaction of business at a meeting or behave offensively or improperly to either the attending public or other councillors. Councillors’ behaviour being bound by the Copythorne Parish Council Code of Conduct which states that neither bullying, intimidation or actions that could be described as bringing the council into disrepute, will be tolerated. If this standing order is ignored, the chairman of the meeting shall request such person(s) or councillor(s) to moderate or improve their conduct.
- b If person(s) or councillor(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.