

## **Notes for the public attending Parish Council Meetings**

Boughton Parish Council welcomes the public and press to its meeting. The public and press are able to address the Council during the Public Participation session. However, the law does not permit members of the public and press to take part in the debates.

This council, like many other parish and town councils in England and Wales, gives members of the public an opportunity to speak at some point during the meeting. We do this by temporarily adjourning the meeting this allows the public plus our District and County Councillors an opportunity to speak. It is important for you to study the agenda so that when the opportunity occurs you can make the best use of your time. If you wish to raise a point which does not relate to an item on that evening's agenda you are free to do so. However, the council's discussion of the point might have to be delayed until a subsequent meeting as the council is unable to make a decision binding in law (this is particularly relevant to financial decisions) unless a specific item is included on the agenda.

As per the parish council's adopted Standing Orders members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 10 minutes unless directed by the chairman of the meeting.

Subject to standing order 3(f), a member of the public shall not speak for more than two minutes.

Members of the council are always willing to discuss topics put forward by the public. Our agenda is prepared about a week before the next monthly council meeting so you will need to inform the Clerk or Chairman about ten days prior to the meeting. Although this might seem a long time in advance the council is required by law to publicise its agenda at least three clear days before each meeting, these days do not include the day of issue or the day of the meeting.

Members of the public are welcome to audio or video record Parish Council meetings. Before doing so they should ask whether any members of the public object to having their faces recorded and should comply with any request not to do so. No oral commentary should be made on the proceeding, at the time of recording.

Parish Council meetings are audio recorded. By speaking during the meeting you are consenting to being audio recorded.

Audio Recording Disclaimer: The Parish Council takes no responsibility for views expressed by members of the public during recorded public meetings. Views expressed by individual councillors are not necessarily those of the Parish Council itself.

We hope that you will find the meeting useful and if you have any queries please consult the Clerk.