

Guidelines for the Public Participation Section of Tarporley Parish Council meetings

This is the section of the meeting in which residents can make representations to the Parish Council about matters relating to Tarporley village.

Each person wishing to speak will be asked their name, and if they represent an organisation.

If a group of residents wish to speak on the same topic, please select one person to speak on your behalf.

Each resident, or each representative of an organisation, may speak for up to 3 minutes. This may be extended at the discretion of the Chair.

Please do not use public participation to criticise and complain about individuals, nor use it as a platform for Party political campaigning, nor raise confidential matters.

Public Participation is not intended for residents to have a debate or discussion with Councillors as such Councillors will not discuss the matter raised at that time or respond to questions.

Your comments will however be minuted and noted by the Councillors. If you raise something which is on the meeting's agenda, your comments will be taken into account by the Councillors during the agenda item. While we welcome you to stay to hear the discussion, please note that once public participation is closed you can only listen and not take part in the meeting.

If you raise a matter which is not on the agenda, at the discretion of the Chair, the matter may be put on a future agenda, but it cannot lawfully be discussed at the current meeting. Where a resident raises a matter which requires a response this may take the form of a written response which will be issued as soon as possible after the meeting.

If you require an answer or further information about the subject you have raised, please leave your contact details with the clerk.