

Guidelines for the Public Participation at Tarporley Parish Council Meetings

- **Public Participation** is the **only** section of the meeting in which residents can make representations to the Parish Council about matters relating to Tarporley Parish.
- 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 the Public Participation to criticise or 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 that agenda item. Whilst you are 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 the matter may be put on a future agenda, at the discretion of the Chair, 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.
- Matters of a confidential or sensitive nature can be raised at the Parish Council Surgery which takes place from 6.30pm before each Parish Council Meeting.