

Kirkburton Parish Council

Rules covering the Public Participation Session

There will be a public participation session at the beginning of each Parish Council and Committee meeting, during which members of the public are invited to address the Council or Committee on any issue over which it has a power, and in the case of committees, is included in its terms of reference.

Each member of the public is entitled to speak once only for up to 3 minutes, with the total session lasting up to 15 minutes or at the discretion of the Chairman. .

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. However, if the Council does make a response it shall be given through the Chairman.

A record of a public participation session shall be included in the minutes of the meeting.

For Information:

The Parish Council is required to follow certain rules and procedures as defined by the Local Government Act 1972, and therefore can only discuss issues which have been included on the agenda. If members of the public raise issues not timetabled for discussion, they will be included on the next appropriate agenda. If people wish to be notified of the date of the meeting and the ensuing Council decision, they are invited to leave their contact details with the Clerk.

If the matter raised is on the agenda, it will be discussed by the Council during the meeting.

Members of the public may only make contributions during the Public Participation Session. At other times, the discussion is restricted to Councillors, but the public are welcome to stay in the meeting and listen to the debate, should they so wish.

Occasionally, there are items which need to be discussed without the presence of the press or public for legal reasons. When this happens, any members of the public present will be asked to leave. It should be noted, however, that any decisions taken during private sessions are public knowledge and will be detailed in the minutes of the meeting.

The above rules are contained within the Council's Standing Orders, as adopted on 20th May 2010 and in accordance with the Code of Conduct approved in February 2013.