



## **KIPPAX PARISH COUNCIL RULES FOR PUBLIC SESSIONS**

**Approved: 5<sup>th</sup> May 2022**

**Minute Reference: 028/FC/2223e.**

**Review date: May 2023**

**Signed by Chair, Councillor Martin Eyre**

### **Public Sessions**

Although members of the public have the right to attend meetings of the council and its committees and to observe the proceedings, there is no statutory right to speak at meetings without the explicit permission of council. It is considered good practice to hold public sessions in which the public are invited to participate and where appropriate the council will aim to facilitate public sessions.

For committees and sub-committees, the Terms of Reference will stipulate whether a Public Session should be included on the agenda.

### **Timings and Durations of Public Sessions**

1. Public Sessions will normally be at the beginning of the meeting after Apologies and Declarations of Interests have been considered. Unless otherwise stated, Public Sessions will last 15 minutes in total.
2. The Chair of the council, or committee, will control the public session and their decision upon proceedings at this part of the meeting are final.
3. If you wish to speak during the Public Session, please raise your hand and the Chair will come to you when there is an appropriate point in the session.
4. Good manners and respect are expected towards councillors, officers, employees and other members of the public during the session. Failure to show manners and

respect may result in the Chair asking you to leave the meeting in accordance with the council's Standing Orders.

5. Members of the public should only raise issues that are within the councils, or the committees or sub-committees remit.
6. Complaints concerning the administration of the council, a councillor or council employee are not permitted during Public Sessions. Complaints should be addressed via the council's complaints procedure which is available on the website or via a request to the Clerk.
7. It is at the Chair's discretion whether questions raised will be answered at the meeting or dealt with after the meeting by written response to the enquirer.
8. Detailed issues must be put in writing and submitted to the Clerk to allow for the appropriate response to be provided or action taken.
9. The council cannot take a decision on any issue raised at public sessions unless the issue is specified on the agenda of the council meeting or the Clerk has been given delegated powers to deal with it in an emergency situation.
10. Where possible, the council will inform members of the public if the meeting is being filmed or audio recorded by the council, however members of the public should be aware that other members of the public may be filming or audio recording

### **Rules and Expectations of the public during the formal council meeting**

11. During the formal council meeting (apart from the Public Session) there is no right for members of the public to speak without invitation of the council.
12. If members of the public would like to speak, they should indicate their request by raising their hand and the Chair will come to them if and when there is an appropriate point in the proceedings.
13. The Chair will seek a resolution from council to permit you to speak, please be patient whilst this necessary procedure is undertaken.
14. You will only be permitted to speak during the formal meeting if you have information for the council which may impact on its decision making in a specific issue
15. If members of the public are disruptive during the meeting or do not adhere to these rules, they may be asked to leave by the Chair in accordance with the council's Standing Orders. Refusal to accept the requests of the Chair may lead to further action including law enforcement.