

# PUBLIC STATEMENTS AND QUESTIONS AT MEETINGS OF FELLISCLIFFE PARISH COUNCIL

## GUIDANCE FOR MEMBERS OF THE PUBLIC

1. Felliscliffe Parish Council will give members of the public an opportunity to make statements and raise questions and matters for discussion with the Council at Meeting of the full Council except at the Annual Meeting, the meeting at which the budget is considered, and special or extraordinary Council meetings.
  2. Any person who lives, works, owns land or buildings in the Parish of Felliscliffe or whose children attend school in the Parish, may make statements or ask questions at the approved meetings.
  3. The public discussion session will be chaired by the Chairman of the Parish Council and with as little formality as is necessary. Questions or requests to address the Council will be taken in the order in which they are submitted.
  4. a) When the meeting reaches the agenda item of 'public questions and statements', the Chairman will suspend the meeting and members of the public will be allowed to speak. At this point Councillors should not interrupt or debate issues with the public, but sometimes, if it is counter-productive not to, they may respond, but debate or long discussions should not take place between the public and the Council during this 'public' section.  
b) When all the members of the public have spoken in the 'public questions and statements' section, the Chairman will resume the meeting.  
c) At this point the Council may discuss the item(s) raised by the public, and consider:
    - i) Whether it is a matter that the Parish Council can legally consider, and upon which it can take decisions;
    - ii) Whether it is a matter which can be referred by the Clerk to another authority, or;
    - iii) Whether it is an item which will need a Council decision or expenditure and so would need to be placed on the agenda for the following meeting
- Note: No legal decisions or expenditure can be made on any item raised at a meeting (by public or Councillor) because the item would not have been legally notified on an agenda in advance to the electorate or the Council.
6. The conduct of the discussion will be in the hands of the Chairman of the Parish Council and his or her directions shall be followed by all members of the Council and public present. The Chairman is under no obligation to apply the same rules to one question or topic as to another.
  7. Subject to the discretion of the Chairman to override this guidance, the following general principles will apply:

- a) The member of the public will have a maximum of 3 minutes to make his or her

address, or to ask his or her question.

- b) No subsequent contribution from Members of the Council or of the public should exceed 3 minutes.
  - c) Members of the Council or members of the public shall not speak more than once on a particular question or topic except with the permission of the Chairman.
  - d) If there is more than one question or topic for consideration, the Chairman will seek to limit the time taken for each question or topic to a suitable length.
  - e) The session will last for a maximum of 20 minutes. When that the time is reached the speaker then contributing shall be allowed a brief but reasonable period to finish, and the session will be concluded.
  - f) The member of the public who initiated the discussion shall, if practicable, be allowed 1 minute to make final comment at the conclusion of the discussion on their question or topic.
8. If the Chairman of the Parish Council is not available or is unable to carry out his or her functions under this procedure, his or her role shall be filled in proceedings prior to the meeting by the Deputy Chairman as available.

This Standing Order was adopted by:  
Felliscliffe Parish Council  
At a meeting of the Council held on 12<sup>th</sup> January 2023

Signed.....Andrew Brown.....(Chairman)