

# **Syleham Parish Council**

## **Protocols for Public Participation in Council Meetings**

Based on guidance from Suffolk Association of Local Councils

**This protocol applies to:**

### **1. Participation in the public forum**

This council meeting is not a public meeting, it is a meeting conducted in public, and there is no requirement in law to provide a public forum. As the council meets and makes its decisions in public and is committed to community engagement, we warmly invite members of the public, the press, the police and district/county councillors to attend our meetings and contribute **within the public forum**.

Please respect the fact that this is a meeting to conduct council business and interjections during council business are not permitted. If you disrupt business in any way you may be asked to leave. If you feel for any reason that you do not wish to take part in the public forum or if your problem is complex, you might wish to provide information to the council prior to the meeting in plenty of time before the meeting (at least 7 clear days if possible) using the contact details below.

- Public participation will be for a period of up to 15 minutes
- The agenda will indicate when the public participation will take place, but it will be early in the agenda in order that councillors can take account of any views expressed when reaching their decisions
- Questions and comments should address business on the agenda. Otherwise, in most cases, the matter will be carried forward, without discussion to the next meeting
- Verbal questions addressed to the Chairman must not exceed two minutes in length
- Only one question on a topic may be received from each person but supplementary questions may be permitted at the Chairman's discretion
- No question should be repeated within a six month period

### **2. Reports in the public forum**

We will also provide an opportunity for the police and district/county councillors to provide reports to the meeting and an opportunity to ask them questions will be given, at the council's discretion subject to the relevant conditions above with an overall time limit of twenty minutes including questions.

### **Contact details:**

Clerk: Mrs M Lewis, Little Hemplands, Syleham, Eye, Suffolk IP21 4LT  
01379 669258 [pc@syleham.suffolk.gov.uk](mailto:pc@syleham.suffolk.gov.uk)