

Witchford Parish Council Standing Orders covering public participation at Parish Council meetings.

- Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- The period of time which is designated for public participation above shall not exceed **15** minutes
- Each member of the public is entitled to speak once only in respect of business itemised on the agenda for no more than 5 minutes.
- A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking
- Any person speaking at a meeting shall address his comments to the Chairman.
- Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.