



CRANLEIGH PARISH COUNCIL

PUBLIC PARTICIPATION AT COUNCIL MEETINGS

PLEASE TURN OFF MOBILE PHONES

MEMBERS OF THE PUBLIC

Cranleigh Parish Council welcomes the involvement of members of the public in meetings of the Council and its Committees.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

No decisions can be made by the Council in the public session.

The Public Session forms part of the Council or Committee meeting:

- such sessions form part of the Council meeting in law;
- they are ordered by the Chairman of the Council as part of their role in presiding over the meeting;
- comments should be confined to items on the agenda for the meeting;
- a person should raise their hand when requesting to speak;
- comments should be directed to the Chairman;
- Standing Order 3f permits any member of the public to address the meeting in relation to the business to be transacted **for a maximum of three minutes or at the Chairman's discretion.**
- the public session will be incorporated in the minutes of the Council meeting.

Reference: NALC Legal Topic Note LTN5