

## **Welcome to Bradpole Parish Council Meeting.**

- Please ask for a meeting agenda.
- Council meeting proceedings are subject to legally binding rules and should not exceed 2 hours. To enable the business of the Council to be carried out in a timely manner we would ask you to consider the following:-
- Bradpole Parish Council encourages members of the public to raise matters of concern and a public participation session is held near the start and again towards the end of the meeting.
- Please do not interrupt the meeting whilst the formal business of the Council is being carried out.
- If you wish to raise an issue please try and speak to the Clerk or Chairperson prior to the start of the meeting to inform them you wish to speak or raise an issue in the public session, or if it is regarding a specific agenda item. The Chairperson will allow you to speak for up to three minutes.
- Please be aware that you will be speaking in public and that press reporters may be present, therefore you should not say anything you would not wish to be reported or included in meeting minutes.
- When the meeting reaches the agenda item 'public participation' the Chairperson will suspend the meeting and members of the public will be allowed to speak.
- The Chairperson is in overall control of the meeting and will decide who may speak and in which order. When it is your turn to speak the Chairperson will ask you to identify yourself and to address the meeting.
- At this point whilst members of the Council will not enter into debate they may endeavour to respond to questions that are raised or they may decide not to discuss the issue there and then but to defer discussion to a later date.
- The Chairperson also has the right to say that any question or statement is inappropriate and will not be accepted.
- At the end of the public participation session the meeting will formally recommence and members of the public are again no longer able to speak unless specifically asked to by the Chairperson.
- Members of the public disturbing a meeting will be asked to cease the disruptive behaviour or leave the meeting. If a meeting becomes unmanageable because of interruption and disregard for the Chairpersons instruction the Council can and will resolve to close the meeting for a period of time or have the meeting recalled on another date.

Thank you for your co-operation.