

CHEVENING PARISH COUNCIL MEETINGS

Thank you for attending this meeting. Please ask if you do not have a copy of the Agenda.

Chevening Parish Council have a public forum (at the beginning of every Agenda) as we hugely value Chevening Parish Residents views and opinions.

In the public forum;

- Chevening Parish Residents can only make representations, ask relevant questions and give evidence at a meeting which they are a) entitled to attend and b) during the time allocated for public questions and statements.
- The period of time designated for public participation at a meeting in shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- Raising a question will not guarantee 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 or that the issue raised be considered properly and after time to research the topic, at the next meeting.
- A person shall raise his hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- A person who speaks at a meeting shall direct his comments to the chairman of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- Exceptionally, speaking from the floor (after the public forum time) with the discretion though the Chairman if they feel it is that important may be permitted.

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.

For your information, in law, the public have a right to attend meetings but they have no right to speak. Schedule 12, LGA 1972.

The Chairman may, if necessary, suspend or ultimately close the meeting if disruptive behaviour is not modified and obstructs the proceedings of a meeting.