

PUBLIC PARTICIPATION

Please use this form to request to speak at a meeting of the Parish Council.

By completing this form, you are confirming that the Council may hold and process your contact details for the purpose of corresponding with you after the meeting.

The information is kept until we no longer require it (or draft minutes have been approved).

We do not share your information with any other party.

You can request that we remove your details from our records at any time by contacting enquiries@fairfieldparishcouncil.gov.uk

You may view our privacy statement: www.fairfieldparishcouncil.gov.uk/privacy-policy/

Date of meeting: _____

I wish to speak in respect of the following item of business on the agenda:

Capacity in which speaking (personal, representative of an organisation etc):

Name (please print) _____

Address (optional) _____

Please turn over for the Council's policy on public participation.

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FAIRFIELD PARISH COUNCIL MEETINGS

- 1 Meetings are 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, whereupon they may be instructed to temporarily withdraw from the meeting.
- 2 Any member of the public wishing to speak must notify the Parish Clerk no later than 15 minutes prior to the start of the meeting. The order of speaking shall be in the order in which the requests to speak are received.
- 3 The period of time designated for public participation shall not exceed 15 minutes. The agenda will indicate when the public participation will take place.
- 4 Public participation is only permitted regarding items already on the agenda and the matter may be addressed immediately or carried forward without discussion.
- 5 Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Supplementary comment or question is solely at the discretion of the Chairman.
- 6 No more than three speakers will be allowed to speak on any one subject and groups of speakers for or against an issue will be encouraged to appoint a spokesperson.
- 7 Questions/comments should relate to matters over which the Council has powers or duties, or which affect the parish, and should be relevant to the responsibilities of the Committee at which asked. No debate is permitted.
- 8 Any person speaking at the meeting shall address comments to the Chairman.
- 9 If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting room.