

COLNEY HEATH PARISH COUNCIL

- ✉ Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ Telephone: (01727) 825 314
💻 Website: <https://colneyheathparishcouncil.gov.uk>
✉ E-mail: clerk@colneyheathparishcouncil.gov.uk



QUESTIONS DURING PUBLIC PARTICIPATION AT MEETINGS POLICY

1. A Parish Council meeting is not a public meeting, but a meeting that is held in public. All members of the public have a statutory right to attend council meetings as observers.
2. As part of the Colney Heath Parish Council commitment to community engagement, the Council has chosen to set aside time at each meeting on two occasions, to hold a public forum called “public participation”.
3. Members of the public are very welcome to stay for the remainder of the Council meeting, as observers, but they will not be able to join in any subsequent discussions. If confidential items (e.g., staffing, legal or commercially confidential issues) are discussed, members of the public may be excluded. This is in accordance with Colney Heath Parish Council Standing Order 3(d)
4. Public participation is one opportunity to ask questions. There are others, including telephoning or writing to the Parish Council, with details of the question.
5. As stated in Colney Heath Parish Council Standing Order 3(e) *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.*
6. All those members of the public present at Council or Committee meetings will act respectfully and will not act in a manner that demeans, insults, threatens or intimidates others. Offensive or threatening behaviour will not be tolerated, and Council reserves the right to curtail the contribution of and exclude anyone acting in this manner.

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7. The following rules will be observed for public participation at meetings:

- a) Public participation will be permitted at all Parish Council and Committee meetings.
- b) Public participation will take place at the beginning and end of the meeting and will last for a total maximum period of twenty minutes unless directed by the Chairman of the meeting. This is in accordance with Colney Heath Parish Council Standing Order 3(f)
- c) A member of the public shall not speak for more than 3 minutes. This is in accordance with Colney Heath Parish Council Standing Order 3(g)
- d) The Chairman will determine in which order members of the public will be allowed to speak.
- e) Members of the public will be allowed to make representations, ask questions, or give evidence in respect of business on the agenda. This is in accordance with Colney Heath Standing Order 3(e).
- f) There is an option for questions to be asked in advance of a meeting.
 - There will be a maximum of two 'in advance' questions permitted at each Council meeting.
 - These questions will be accepted in order of date received, if there are more than two questions received the Parish Clerk will refer the question as appropriate to the next available Council or Committee meeting.
 - Questions will be acknowledged on receipt.
 - The question/s will be read to Councillors by the Parish Clerk at the first public question session.
 - Any 'in advance' questions will be included in the twenty minutes maximum period for public participation questions. (see reference at 7b)
- g) In accordance with Colney Heath Parish Council Standing Order 3(h):
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.

