

Totland Parish Council (The Council)
Public Participation at Parish Council Meetings
PROCEDURE AT THE MEETING

All meetings of the Parish Council take place in the Meeting Room in the Parish Office, The Broadway, Totland Bay. Meetings commence at 7.00pm on the 2nd Monday of every month except August.

Please check with the Clerk before the meeting in case there has been any change.

You will be asked to sit in seats at the back of the Meeting Room.

The Chairman will announce that Public Participation has commenced and if you wish to speak, invite you to do so. The time limit will be strictly enforced.

To ensure everyone gets a fair-share of the available time, this session is limited to a maximum time of **fifteen minutes**, you will only be able to **speak once for up to three minutes**. However, if there are more people wanting to speak then the session allows the maximum time for individuals to speak may be reduced, with the time being divided equally between each person.

You will be asked to give the Clerk your name and address. This is to establish that you are a parishioner. Non-Parishioners may only speak if invited to do so.

If more than one member of the public wishes to speak on the same topic, please nominate **one person** to speak on the subject. This will avoid duplication and make the best use of the public participation period.

Please have the respect and courtesy you would wish for yourself when others present their thoughts.

After you have finished speaking, you are welcome to stay and listen to the other workings of the Council, but will not be **allowed** to take part in further discussion, interact with members of the Council or speak whilst the meeting is taking place unless specifically asked by the Chairman.

After the Public Participation the Parish Council will continue with items as listed in the agenda.

The Chairman has responsibility for the smooth running of the meeting. His/her decision on procedural matters is final.