

PUBLIC PARTICIPATION at Burneside Parish Council Meetings

Burneside Parish Council provides opportunities for local people to have a say in the Council's work.

Anyone who is a **Burneside** resident, or represents a business or voluntary group in the parish, can ask a question or make a comment during Council meetings, subject to a number of guidelines.

Public participation is taken near the start of the meeting, will usually be the first main item on the agenda and is limited to **15 minutes**.

QUESTIONS

- It is not mandatory but **it would be helpful** if you would let the clerk know before the meeting starts that you wish to ask a question or make a comment.
- You may say a few words by way of introduction – **no more than 2 minutes** - before asking your question. If a number of people wish to ask a similar question, the Chair may limit the number of questions on the subject.
- When speaking you must **keep to the subject**, avoid using offensive or abusive language, and keep to time.
- Members of the council may wish to speak and ask you questions. The clerk may speak to offer advice. The Chair may simply respond to your question without opening the matter up for debate. Much will depend on the nature of your question and whether the matter has been discussed previously. **You have no right of reply.**
- **Questions and answers will be limited to five minutes per question.**

- The Chair may set a time limit for multiple questions on the same topic. You may ask one supplementary question to clarify a particular point relating to your original question.
- **You cannot ask the same question again at a later meeting unless there has been a significant change in the circumstances relating to the subject matter of the question.**
- **On all matters the Chair's decision is final.**

COMMENTS

- Comments may relate to any item **on the Council's agenda**. You may speak for up to **two** minutes.
- If your comment relates to a planning application the Chair may invite you to speak when the item is reached on the agenda. You may make your comments and then after any other public contributions on that item the Chair will declare public participation closed and the Council will then consider the planning application and reach a view. **There is no opportunity for questions at this stage.**
- The Chair may limit the number of speakers on a single topic in order to deal with all items on the agenda.
- **On all matters the Chair's decision is final.**

FURTHER INFORMATION

Items which are **excluded** from public participation include:

- The circumstances of any individual
- Matters covered by legal or other proceedings;
- Party political matters or confidential information;
- Anything the Chair considers to be vexatious, abusive or otherwise inappropriate.