

# Irton Parish Council



Clerk: Dawn Naylor  
26 Ings Close  
Staxton  
Scarborough  
YO12 4ST

**Tel: 01944 711139**

**Email: [irtonpc1@btinternet.com](mailto:irtonpc1@btinternet.com)**

**Web: [www.spanglefish.com/irtonparishcouncil](http://www.spanglefish.com/irtonparishcouncil)**

## Protocols for Public Participation in Council Meetings

**The Council meeting is not a public meeting. It is a meeting conducted in public, and there is no requirement in law to provide a public forum.**

As the Council meets and makes its decisions in public and is committed to Community Engagement, we warmly invite members of the public and the press to attend our meetings and contribute within the public forum; the Borough and County Councillors and the Police are also invited to attend but it is not statutory for them so to do.

Please respect the fact that this is a meeting to **conduct council business** and interjections during council business are not permitted. If you disrupt business in any way, you shall be asked to stop; if you continue to disrupt the meeting, you will be asked to leave.

**Reflecting the fact that public discussion can occur on topics about which people care strongly (which is why they attend), this protocol exists to ensure that the public forum is conducted politely and in a structured and unemotional way that comes to a conclusion within a reasonable time-frame to enable the Council to continue to conduct its Statutory requirements set down by Government.**

If you feel for any reason that you do not wish to take part in the public forum or if your problem is complex, you might wish to provide information to the council prior to the meeting in plenty of time (no less than 7 days prior to the meeting) to the Parish Clerk, if need be the item will be placed on the agenda.

- Public participation will be for a period of **10 minutes** or at the discretion of the Chairman.
- The agenda will indicate when the public participation will take place.
- Questions and comments should address business on the agenda. Otherwise, in most cases, the matter will be carried forward, without discussion, to the next meeting.
- Individual residents' verbal questions addressed to the Chairman must not exceed 3 minutes in length or at the discretion of the Chairman.
- Only one question on a topic to be received from each person but supplementary questions will be at the Chairman's discretion.