

Public Participation Sessions at Willoughby Parish Council Meetings

Willoughby Parish Council adopted the revised Model Code of Conduct (including Paragraph 12(2)) as contained in the Local Authorities (Model Code of Conduct order 2007) on 22 May 2007 and as such each Parish Council Meeting will have on the Agenda a participation session for this purpose.

In order for these sessions to be effective the following points will be expected to be complied with:

The Agenda (placed in the Parish Notice Board at least 14 days prior to a Meeting) detailing the)ate, Time and Venue for a Parish Council Meeting will be itemized so that members of the Public may have an opportunity to view the Agenda and attend the Parish Council Meeting to make representations, comment or ask questions during the participation session.

Councillors will be expected to declare any interests Personnel or Prejudicial (not already detailed on their Acceptance of Office Papers) on any item on the Agenda prior to the participation session or on any matter raised by the public during the participation session.

The public wishing to raise items for discussion during the participation session are requested to advise the Clerk at least 3 days prior to the meeting although items may be accepted verbally up to the commencement of the meeting. With the time constrictions placed on the participation session (15 minutes) it may be that some items may be scheduled for a later meeting or for an additional meeting arranged to accommodate them.

The Chairperson will have the right to decide which items are to be included in the participation session items for discussion advised in writing will take precedence over verbal ones.

The Chairperson will allow 2 minutes for members of the public to make representations to the council on the item but they will have the power to extend this time if it is believed that the matter requires a longer period.

Members of the public should make themselves available to be asked questions by Councillors or give supporting evidence finally they may then be requested to leave the meeting prior to any decisions or voting Councillors who have declared an interest on items may speak for a period of 2 minutes (or longer at the Chairpersons discretion) and will be expected to leave the meeting immediately after their representation and prior to any decisions or voting

All discussion, decisions and actions will be recorded in the minutes of the meeting by the Clerk.

Members of the public will be advised (at the discretion of the Chairperson) of all decisions either immediately after its conclusion or in writing by the Clerk within 7 days of the meeting.

Willoughby Parish Council recognises that the above points of compliance may not cover every aspect of The Revised Code Of Conduct. In such circumstances the Council will comply with the NACL Document L11 -07 on this matter (Copies available on request from the Clerk on 01788 890710 or 5 Brooks Close Willoughby)