**Meeting Protocol**

PUBLIC PARTICIPATION AT PINXTON PARISH COUNCIL MEETINGS:

* Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers.
* Members of the public are requested to put mobile phones onto silent.
* If a member of the public wishes to speak they must raise their hand and stand when asked to do so unless the person is suffering from a disability.
* Pinxton Parish Council have set aside 15 minutes for the public to speak, this may be increased at the discretion of The Chairman.
* No member of the public shall speak for more than 5 minutes. If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf.
* Members of the public should not be involved in the decision-making of the Council.
* The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda.
* As a matter of best practice the public forum will be kept separate from the debate of the councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council. Members of the public are welcome to stay for the Council meeting after the public session as observers, but will not be able to join in the discussion unless invited to do so by the Chairman.
* Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).
* Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation.
* Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
* A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.
* A brief record of topics raised at public participation will be included in the minutes of that meeting. Libellous, offensive and discriminatory comments will be minuted and used as evidence such circumstances require it.
* If the issue is on the agenda then it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details with the Clerk before leaving the Council meeting if they wish to receive a reply to their query.
* All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
* All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.
* **Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.**