

MISTERTON PARISH COUNCIL

CODE OF CONDUCT FOR MEMBERS OF THE PUBLIC ATTENDING MEETINGS OF THE PARISH COUNCIL

- 1 Members of the public are invited to attend meetings of the Parish Council to hear the debate and discussion on issues affecting the parish.
- 2 A 15-minute period of Public Discussion is scheduled towards the end of every meeting of the Parish Council so that members of the public can contribute to the debate and discussion by giving their views on village matters. The Public Discussion period was extended, and moved to towards the end of the meeting, at the request of the public.
- 3 Matters raised by the public do not form part of the decision-making of the Parish Council at the meeting when raised, so will be recorded briefly in the minutes. Any matter that requires consideration by the Parish Council will be included on the agenda for the next appropriate meeting.
- 4 The role of the Chairman in procedural matters will be rigorously applied. The Chairman's decision is final.
- 5 Any criticisms of, or observations on, the *administration* of the Parish Council should be in writing and addressed to the Clerk. The Chairman will decide whether the Parish Council will consider such correspondence in Council, or request the Clerk to respond to such criticisms and representations in writing. Handling concerns in this way will allow time for discussion of matters of substance, prevent knee-jerk responses, and enable the criticism to be considered more carefully, with proper investigation and considering all angles.
- 6 If such criticisms or representations are dealt with in writing, the Chairman will decide whether the matter is one of which councillors should be aware: if so, they will be furnished with copies of both the letter and response.
- 7 The Parish Council has a Complaints Policy, which members of the public are entitled to use.
- 8 Members of the public should remain silent throughout the meeting until Public Discussion.
- 9 No one is entitled to interrupt or obstruct the proceedings of the Parish Council. Failure to remain silent will result in the Chairman requesting the member of the public to leave the meeting.
- 10 Failure to leave the meeting when requested to do so will result in suspension of the meeting of the Parish Council until the elector leaves.