

# TARVIN PARISH COUNCIL

## Guidelines for the Public Participation at Tarvin Parish Council Meetings

- **The Open Forum** is the **only** part of the meeting in which residents can make representations to the Parish Council about matters relating to Tarvin Parish.
- A 15-minute period is allocated to the Open Forum at each meeting. This may be extended at the discretion of the Chair of the meeting.
- Each resident wishing to speak should begin by introducing themselves.
- It is acceptable for a representative to speak on behalf of a resident provided that the resident is in attendance.
- The Open Forum must not be used to criticise or complain about individuals, nor use it as a platform for Party political campaigning, nor to raise confidential matters.
- The Open Forum is not intended for residents to have a debate or discussion with Councillors, as such Councillors will not discuss the matter raised at that time or respond to questions unless requested by the Chair of the meeting.
- If an item is raised which is on the agenda of that meeting comments made will be considered by the Councillors during that agenda item. Whilst residents are very welcome you to stay to hear the discussion, please note that once the Open Forum is closed residents can only listen and not take part in the meeting.
- If a matter is raised which is not on the agenda the matter may be put on a future agenda, but it cannot lawfully be discussed at the current meeting.
- Where a resident raises a matter which requires a response this may take the form of a written response which will be issued as soon as possible after the meeting.
- If you require an answer or further information about the subject you have raised, please leave your contact details with the Clerk.
- Matters of a confidential or sensitive nature should be raised with the Clerk of the Council before the meeting or at a different time.

Adopted by Council September 2023  
Next Review September 2025