

HAWKWELL PARISH COUNCIL

PROTOCOL AT MEETINGS FOR PUBLIC INVOLVEMENT

1. The Press and Public are welcome to attend all meetings of the Parish Council/Committees.
2. The protocol for participation of the Public at meetings shall be in accordance with Standing Order 3 viz:-
 - (a) The public and press shall be admitted to all meetings of the Council and its Committees, which may, however, temporarily exclude the public or press or both by means of the following resolution, viz:

"That in view of the nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw."
 - (b) The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
 - (c) Filming, photography and audio recording is only permitted where this can be carried out without disturbing, distracting or disrupting a meeting. The written minutes of the meeting will remain the definitive record of any decisions or discussions. The following will apply to persons wishing to film, photograph or audio record at meetings:
 - a) The showing of appropriate respect for the wishes of members of the public who do not want to be filmed, photographed or audio recorded.
 - b) Being ready to leave the meeting with equipment should there be items where the public and press are excluded by virtue of exempt information as defined by the Local Government Act 1972 being likely to be disclosed.
 - c) That, without the express consent of their parents/guardians, the filming of any children who might be in attendance is strictly prohibited.
 - d) That the use of flash photography or additional lighting will not be allowed unless this is discussed in advance of the meeting with the Clerk and agreement reached on how it can be done without proceedings being disrupted.
 - e) That there should be no oral commentary or excessive noise in the setting up/re-siting of equipment during the meeting.

- f) That there should be no requests for statements to be repeated during the meeting.
 - g) Remaining in the area designated for the public.
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- (d) Written representations from the public at Council meetings should be received by the Clerk in writing a minimum of five working days prior to the date of the Council meeting. Representations from the public at Committee meetings will only be accepted if the representations are relevant to specific agenda items or at the discretion of the Chairman of the Committee meeting.
 - (e) Members of the public wishing to speak should give their address to inform they are residents of the Parish.
 - (f) The period of time designated for public participation at a meeting in accordance with standing order 3(e & f) shall not exceed ten minutes unless directed by the chairman of the meeting.
 - (g) Representations by or on behalf of the public shall be restricted to a maximum time of two minutes per person (so 3g). Where more than three people wish to make representations the time allocated to each person shall be determined and declared by the Chairman. Where the representations relate to an item on the agenda the Chairman may defer the hearing or adjust the order of the Agenda as they may decide.
 - (h) A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
 - (i) If a Member of the public interrupts the proceedings at any meeting, the Chairman may, after issuing an appropriate warning, order that they be removed from the Council Chamber or that part of the Chamber open to the public be cleared. If the Chairman stands up during the meeting, the business of the meeting shall cease until order has been restored.

April 2017