



# Hesketh with Beconsall Parish Council

## Policy Document

### Statement of Public Forum Policy

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1. The Public Forum will form part of the Council Meeting although no Council decisions will be taken during the Forum.
2. The period of time which is designated for public participation shall not exceed 15 minutes, other than at the discretion of the Chairman.
3. Members of the public on the Electoral Roll of the Parish, including Councillors having declared the appropriate interest, are permitted to make representations, and give evidence in respect of any matter that, over which, the Council has Duties or Powers.
4. Each member of the public is entitled to speak once only and shall not speak for more than 3 minutes.
5. Members of the public may ask a question but this does not guarantee a right to an immediate response. Should the information requested be unavailable at that time, it will be communicated as soon as practicable after the meeting.
6. The Chairman may direct that a question be referred to a Councillor or to the Clerk for an oral or written response; no discussions shall be entered into.
7. A heading of matters raised will be Minuted.
8. Any person speaking at the meeting shall address his comments to the Chairman.
9. Only one person is permitted to speak at any one time. If more than one person wishes to speak the Chairman shall direct the order of speaking.
10. Questions which the Chairman considers vexatious or harassing (*or outside the Powers or Responsibilities of the Parish Council*) will not be permitted.

***Members of the public are reminded that.-***

.... they may enquire of the Clerk at any time, by telephone, fax, letter or email, on any matter related to Council business. Persons requiring a written reply must give a written request.

.... it is impracticable for the Clerk to have all the Councils files and documents to hand at Council meeting. It is advisable therefore, that questions are sent to the Clerk at least five days prior to meetings, should a response be required at the meeting.

.... should they wish to discuss a matter with or lobby a Councillor, they should contact him/her outside the meeting.

***This Statement of Policy was adopted on 13<sup>th</sup> October 2014 by Resolution 35/2014***

***Document Ratified by Resolution 40/2015 12<sup>th</sup> October 2015***

***Document Ratified by Resolution 43/2016 14<sup>th</sup> November 2016***

*Ian T Cropper, Clerk and Proper Officer*

*October 2016*