



THE TIVETSHALLS

St. Mary & St. Margaret

NOTES FOR MEMBERS OF THE PUBLIC ATTENDING PARISH COUNCIL MEETINGS

By law, members of the general public are permitted to attend all meetings of the full council and its committees, and Tivetshall Parish Council extends a warm welcome to those members of the general public who choose to exercise their right, and to attend meetings of the Parish Council. Very occasionally, the council needs to discuss confidential business 'in camera': should such business be on the agenda for a meeting, members of the public will be asked to leave the room while it is discussed.

The law does not permit members of the general public to participate in council debates. This council, like many others does, however, allow members of the general public an opportunity to speak at appointed times during the meeting. We do this by temporarily adjourning the meeting, usually towards the beginning of the meeting, following the formalities of the agenda.

When the meeting is adjourned, members of the public may inform the council members of their enquiries and/or concerns. The District and County Councillors, and representatives of local community organisations such as the police, often update the council of their news and activities during this time as well. Any points may be raised during this time; council decisions, however, are not binding in law unless the item has been previously listed on the agenda, so the council may wish to defer the item for listing at a following meeting if a decision is required.

The dates and times of meetings are publicised on parish notice boards, and on the parish web site. The council is required by law to publicise its agenda at least three clear days before each meeting, meaning, in practice that it is prepared about a week in advance. Whilst members of the council are always willing to discuss topics put forward by the public, please give us enough notice of anything you would like discussed to enable us to comply with the law.

Formal recording of parish council business is in written form by an appointee of the council. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means other than writing is not permitted without the council's prior consent

We hope you find our meetings useful. If you have any questions, please contact any councillor, who should be pleased to help you.

Tony Jollans

Chair: Tivetshall Parish Council

26 April 2013