

HOLBROOK PARISH COUNCIL – PROTOCOL FOR PUBLIC PARTICIPATION IN COUNCIL MEETINGS

This protocol applies to:

1) Participation in the public forum

Parish Council meetings are not public meetings. They are meetings conducted in public and there is no requirement in law to provide a public forum. As the Council meets and makes its decisions in public and is committed to community engagement, members of the public, the press, the Police and District and County Councillors are warmly invited to attend Council meetings and contribute within the public forum. Please respect the fact that this is a meeting to conduct Council business and interjections during Council business are not permitted. If a person disrupts business in any way they may be asked to leave. If for any reason a person does not wish to take part in the public forum or if their problem is complex, they might wish to provide information to the Council prior to the meeting in plenty of time before the meeting (at least 7 clear days) using the contact details below.

Please note:

- Public participation will be for a period of 15 minutes.
- The agenda will indicate when the public participation will take place. This will be early on in the Agenda in order that Councillors can take account of any views expressed when reaching their decisions.
- Questions and comments should address business on the agenda. Otherwise, in most cases, the matter will be carried forward, without discussion, to the next meeting.
- The Chairman at his/her discretion may invite the public to comment on a subject under discussion during the meeting.
- Verbal questions addressed to the Chairman must not exceed 3 minutes in length
- Only one question on a topic to be received from each person but supplementary questions will be at the Chairman's discretion.
- No question shall be repeated within a 6-month period.

2) Reports in the public forum

The Parish Council will also provide an opportunity for the Police, District and County Councillors to provide reports to the meeting and an opportunity to ask them questions will be given, at the Parish Council's discretion, subject to the relevant conditions above with an overall time limit of 15 minutes including questions.

Contact: Holbrook Parish Clerk. C/o 4 Shepherds Lane, The Street, Holbrook IP9 2QA, or email: clerk@holbrookparishcouncil.gov.uk

Date Adopted: 16th February 2026
Date for Review February 2027