

Regulation or Policy: [Public Participation at meetings](#)

The Regulation or Policy named above has been reviewed, approved and adopted at the Council Meeting held on [3 February 2020](#) under Minute [25/20](#)

The Regulation or Policy Review date is; [February 2023](#) (or earlier if legislation changes)

Additional Information;

Confirmed by Chairman of Fotherby Parish Council [E. Giles](#) on [3 February 2020](#)

Public Participation at Meetings GUIDE

Fotherby Parish Council welcomes all members of the community to its meetings which are held monthly (*unless circumstances determine otherwise*); a timetable of meeting dates can be found on the Parish Council noticeboard and website: www.parishes.lincolnshire.gov.uk/fotherby. The Council hopes that this guide will encourage members of the community to attend and participate at its meetings and will also be helpful to those who are unfamiliar with procedures at Council meetings. *This guide was reviewed and adopted at the Parish Council meeting held on 3 February 2020.*

Why are meetings held?

The Council has a statutory obligation to meet at least three times a year in addition to the annual meeting. Meetings are the Council's principal means by which they discuss and agree things relating to parish matters and policies relating to their governance. (*Note that occasionally decision making may be delegated to the Clerk e.g. in the event of an emergency*).

When are meetings held?

Meetings of the Parish Council are held at St. Mary's Church, Fotherby on the first Monday of each month (*or the second Monday if a bank holiday*), commencing at 7.00pm. You will find a copy of our agendas and agreed minutes on our noticeboard and website; you will also be given a copy of the agenda and minutes of the last meeting plus copies of other papers when you come along to our meeting.

Who can attend meetings?

Anyone, however if the Council needs to consider certain matters in private (*employment matters, negotiating contracts or pursuing/defending a legal action*), then Councillors may vote to exclude the press and the public for that particular item. You will be advised the reason for excluding the press and public from that part of the meeting. If this is the case this item will generally be held at the end of the meeting.

Why should you attend?

- You may have a matter you wish to discuss or bring to the attention of the Council.
- You may want to become better informed about parish and community matters.
- You may want to observe Councillor's participation at meetings.

When can I speak?

There is an early item on the agenda for public participation of 15 minutes duration, when this item is reached, the Chairman will invite questions from the public. To give each member of the public equal opportunity to speak this will be limited to 3 minutes per person. The Chairman and Clerk will endeavour to address the issue you have raised but please be aware that the Council may make decisions only if the matter has been included on the agenda. You may be advised that the Council requires more time in order to investigate your concern before you receive a full response. Please raise your arm so that the Chairman can see that you want to speak. It is the Chairman who determines who shall speak and in what order; the Chairman also has the right to say that any question or statement is inappropriate and will not be accepted. Please note that you will have other opportunities to raise concerns with the Council, including contacting Councillors directly (*details on noticeboard and website*) or contacting the Clerk (*details as below*).

What happens at meetings?

Council meetings are generally informal and Councillors will often address each other by their first name. The order of business at every meeting will be set out on that meeting's agenda and we ask that everyone attending respects the office of the Chairman who is responsible for the conduct of the meeting and for ensuring that the agenda as detailed is followed. It is the Clerk's role to support the Chairman and Councillors including ensuring that decisions taken are informed procedurally correct and lawful.

Additional information regarding meetings, including the Annual Parish Council meeting can be found on our Standing Orders (a copy of which is included on the website or can be obtained directly from the Clerk).

Still unsure about attending?

The Council appreciate that some people may find the prospect of attending a meeting for the first time a little intimidating. If you have any concerns or have any questions, please contact the Clerk for help and support on telephone Number 07795822701, email: fotherbypc@yahoo.com, address: 527 Laceby Road, Grimsby, Lincs DN34 5PB.