

Hooe Parish Council

Public Attendance at Council Meetings

- 1.1 The parish council will conduct the parish council meeting in accordance with the parish council **Standing Orders** at all times.
- 1.2 All those attending the parish council meetings will be required to abide by the rules set out in **Standing Orders**, including the members of the public, parish councillors, the clerk, district and county councillors and any other person attending the council meeting.
- 1.3 Members of the public to be aware the legal status of a parish council meeting is a 'meeting of the parish council where the public have a statutory right to attend, but it is not a public meeting'.
- 1.4 All apologies must be given to the clerk prior to the start of the parish council meeting. No interruptions are permitted once the meeting has commenced.
- 1.5 **Standing Order no. 2(a)** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 1.6 **Standing Order no. 2(b)** If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 1.7 **Standing Order no. 2(c)** If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include in temporarily suspending, reconvening, excluding the public or closing the meeting.
- 1.8 **Standing Order no. 3(d)** Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be a resolution which shall give reasons for the public's exclusion.
- 1.9 **Standing Order no. 3 (e)** Members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- 1.10 **Standing Order no. 3 (f)** The period of time designated for public participation at a meeting in

accordance with standing order 3 (e) shall not exceed 10 minutes unless directed by the chairman of the meeting.

- 1.11 **Standing Order no. 3 (g)** Subject to standing order 3 (f), a member of the public shall not speak for more than 2 minutes.
- 1.12 A **Standing Order no. 3 (i)** person shall raise their hand when requesting to speak.
- 1.13 **Standing Order no. 3 (j)** A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- 1.14 **Standing Order no. 3 (k)** Only one person is permitted to speak at one time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking.
- 1.15 **Standing Order no. 3 (l)** Subject to standing order 3 (m) below, a person who attends the meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of the meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- 1.16 **Standing Order no. 3 (m)** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- 1.17 **Standing Order no. 3 (h)** In accordance with standing order 3 (e), 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.
- 1.18 **Standing Order no.11 (d)** Councillors, Staff, the public, the council's contractors and agents shall not disclose confidential information or personal data without legal justification.