



**WENDOVER PARISH COUNCIL**  
The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

## **PUBLIC PARTICIPATION AT COUNCIL MEETINGS**

**(NAMELY WENDOVER PARISH COUNCIL)**

**All meetings are 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 (i.e. confrontational, abusive etc.) The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

**Members of the Public will be required to fill out an attendance register on arrival. This will be your name, whether or not you wish to speak and if so, on which agenda item (this is also a fire safety precaution). Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included on the agenda.**

**The period of time which is set aside for public participation is at the Chairman's discretion but in general should not exceed 15 minutes.**

- A person's attendance and wish to address the Council must be registered on the public attendance sheet just prior to the meeting (the Clerk will advise where and how to sign). The intention to speak cannot be registered any earlier or by any other means than this.
- The opportunity to speak is on a first come first served basis. Each member of the public is entitled to speak only once and for no longer than 3 minutes. Therefore if more than 5 people have signed in to speak it will be the first 5 given this opportunity unless it is all on the same subject.
- The Chairman will suspend the meeting and notify the member of public when they can address the Committee.
- Questions asked by a member of the public during a public participation should NOT require an immediate response.
- The Chairman may at any time choose that a question asked by a member of the public be directed to another Councillor for an oral response or to an employee for a written or oral response.
- The Chairman can elect whether or not to hear a member of public speak if they feel the subject in question has already had enough hearing.
- If a member of the public interrupts the proceedings at any meeting the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such a period as is necessary to restore order.
- All public participation will be included in the minutes for that meeting.
- All comments need to be addressed to the Chairman.
- Only one person may speak at a time.

**For an enquiry not relating to a current agenda please write to the Clerk for a written response after the next meeting of the full Council.**



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## **PUBLIC PARTICIPATION PROCEDURE**

**THERE IS A 15 MINUTE SLOT FOR PUBLIC SPEAKING**  
**3 MINUTES PER PERSON = MAXIMUM 5 PUBLIC SPEAKERS**  
**ONLY ONE PERSON MAY SPEAK AT A TIME**

**PUBLIC ARE TO SIGN AN ATTENDANCE REGISTER INDICATING THEIR RIGHT  
WHETHER OR NOT TO SPEAK ON AN AGENDA ITEM. THIS IS ALSO A FIRE  
SAFETY PRECAUTION.**



**THE CHAIRMAN WILL ACKNOWLEDGE WHEN THE FIRST PERSON CAN SPEAK**



**THE CHAIRMAN CAN ADDRESS THE QUESTION TO ANOTHER COUNCILLOR OR  
EMPLOYEE FOR VERBAL OR WRITTEN RESPONSE**



**IF A MEMBER OF THE PUBLIC INTERRUPTS THE MEETING THE CHAIRMAN CAN  
REQUEST THAT THEY BE REMOVED**