Stretton on Dunsmore Parish Council

Public Participation Policy

1. Introduction

This statement has been produced by Stretton on Dunsmore Parish Council in conjunction with WALC to explain the process of its meetings and how public participation is managed.

2. Ordinary Meetings

Ordinary meetings of the Parish Council (‘*the Council’)* are held in a public place, usually Knightlow Primary School, Hill Crescent, Stretton on Dunsmore, CV23 9FP on the second Monday of each month (with the exception of August and December) and begin at 7pm.

Members of the public have a legal right to attend meetings of the Council and its committees, except where they are excluded for specific items which need to be discussed in confidence, for example, staffing matters or tenders for contracts. (Public Bodies (Admission to meetings) Act 1960 s1(2) as amended by s100 of Local Government Act 1972). They have no legal right to speak at meetings of the council or its committees. However, as part of its community engagement, the Council will set aside time for electors of the parish to speak at meetings.

3. Public Participation

A specific time is set aside for public participation at all ordinary meetings, which is usually at the very beginning before the formal business of the Parish Council begins. Standing Orders (3 f & g) state that this public forum will not exceed 20 minutes, with individual contributions being limited to 3 minutes. All comments and questions are to be directed to the Chairman. Any question or comment which may be considered scurrilous, improper, capricious, irrelevant or otherwise objectionable, will be disallowed by the Chairman. If it appears that a large number of people wish to speak, the chairman will encourage people not to repeat comments made by earlier speakers, or even ask for a single representative to be appointed.

Neither the Parish Council Clerk (*‘the Clerk’)* nor the Councillors are obliged to respond immediately to comments or questions during the public forum. Comments may be referred to the Clerk to write to the speaker or could form the basis for an agenda item at a future meeting. Comments made during public forum will be (very briefly) minuted. Names of members of the public who speak will not be minuted unless the person concerned requests it.

4. Disruption at Meetings

Members of the public are invited to remain after the public forum has ended to observe the meeting of the Parish Council. They are not permitted to converse further with the Parish Council without invitation. Members of the public should not heckle or interrupt the meeting. The Chairman will cut an interrupter short and warn them that further interruptions could result in his

or her exclusion from the room. Alternatively, if there is serious disorder the chairman could adjourn the meeting for a short time to allow people to calm down.

5. Principal Authorities

Principal Authority councillors have no special rights at Council meetings. However, it is beneficial to the community for the Council to maintain good relationships with Rugby Borough Council and Warwickshire County Council. The Council's agenda will therefore provide for the receipt of reports from the principal authorities. Members of the public are not permitted to question or make comments on these reports during the meeting. The salient points of these reports given will be included in the minutes of the meeting.

6. Other ways to engage with the Parish Council

Members of the public are invited to contact Councillors or the Clerk outside of meetings, by email (preferably) or telephone. An email to the Clerk to report items of concern e.g. faulty streetlights, is often the most effective way to lodge matters and get them resolved.

Name	Address	Telephone	Email
Cllr Chris Tickle	12 School Lane	07772 627102	chris.tickle@stretton-on-dunsmore.org.uk
Cllr Chris Guerin	434 London Rd	07979 916704	chris.guerin@stretton-on-dunsmore.org.uk
Cllr Gillian Key-Vice	Brook House, Brookside	07414 930724	gillian.key-vice@stretton-on-dunsmore.org.uk
Cllr Paul Gordon	12 Rugby Lane	07850 290294	Paul.gordon@stretton-on-dunsmore.org.uk
Cllr Steve Smyth	4 Rugby Lane	07413 067081	steve.smyth@stretton-on-dunsmore.org.uk
Cllr James Bavington	Lower Barn, 35B Brookside	07590 536361	james.bavington@stretton-on-dunsmore.org.uk
Cllr Sarah Gambling	2 School Lane	07940 526752	sarah.gambling@stretton-on-dunsmore.org.uk
Cllr Warwick Dipple	Oak Cottage, Brookside	07540 705887	warwick.dipple@stretton-on-dunsmore.org.uk
Mrs Helen Stewart	3 Orchard Way	02476540429	strettonondunsmoreclerk@gmail.com.