

BARNT GREEN PARISH COUNCIL

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WELCOME TO MEMBERS OF THE PUBLIC

Outline of Meeting Procedure

1. Members of the public are entitled to attend all meetings of the parish council.
2. Meetings are managed in accordance with the requirements of the law and the parish council's standing orders (copy available on request).
3. The chairman of the parish council will normally preside and will decide any question about the meeting's procedure.
4. Members of the public will be invited to speak during Open Forum and possibly at other times by the invitation of the chairman. Otherwise they are asked to remain quiet to allow the effective conduct of the business of the meeting.
5. Members of the public interrupting the proceedings of the meeting may be asked to leave, and the chairman may adjourn the meeting to restore order.
6. All persons attending meetings of the parish council are expected to conduct themselves in an orderly way and to treat each other with respect.
7. If the parish council decides to consider an item in confidential session, members of the public will be required to leave the meeting. Usually this is to consider items where public knowledge would prejudice fair process such as matters relating to staff issues eg salaries and contracts, or legal matters.
8. Please ensure that mobile phones are switched off/silent.
9. More information can be requested from the Executive Officer after this meeting and/or during office hours.