



PUBLIC PARTICIPATION AT COUNCIL MEETINGS - GUIDANCE NOTES

PLEASE TURN OFF MOBILE PHONES DURING THE MEETING

The Parish Council welcomes the involvement of the people of Cranleigh at its meetings which are open to the public. During the first fifteen minutes prior to the start of each meeting of the Council or Committee:-

* Members of the public who live or work in Cranleigh Parish may ask questions relevant to the business of the Council or the Committee. Those asking a question should identify themselves.

* Questions can relate to the business of the Council.

* The period allowed for questions and the presentation of petitions shall not exceed **fifteen** minutes except with the consent of the Council or Committee. Questions need not be submitted in advance in writing, but questions presented in that form are more likely to receive a detailed reply and shall be taken first.

* the time allowed for each question shall not exceed **3** minutes.

* Questions shall be directed to the Chairman of the meeting who may request another Member or the Clerk to reply.

Answers to questions may take the form of:

- A direct oral response
- When the desired information is contained in a publication, reference to that publication
- When it is more convenient to do so, a written answer subsequent to the meeting

Every question shall be put and answered without discussion although the questioner shall be permitted to ask one supplementary question relating to that question.

Questions shall not be permitted that relate to personal affairs of either the questioner or any other named person but should relate to matters of general concern or interest.

The Chairman of the meeting shall disallow any question that is, in his opinion, scurrilous, improper, capricious, irrelevant or otherwise objectionable.

No decisions can be made by the Council during the public participation session.

Members of the public, including citizens and professional journalists may use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of the meeting. The Council reserves the right to ask for those recording to desist or modify their behaviour if they are causing such disruption in the recording/filming that is, in itself, significantly interfering with the progress of the Meeting or interferes with the public's ability to 'hear' the Meeting. Advanced notice, if possible, would enable the Council to ensure that suitable arrangements can be made.

You are asked to respect the wishes of those seated in an area that has been designated for those who are not participating in the meeting and do not consent to being filmed, photographed, recorded or otherwise reported about.

November 2015. To be reviewed November 2017

**If you are unclear on any aspect of the above, please contact the Clerk,
Village Way, Cranleigh, Surrey, GU6 8AF Tel: 01483 272311, Fax: 01483 277573,
email: clerk@cranleighpc.org Website: www.cranleighpc.org**