

# Misterton with Walcote Parish Council

## PUBLIC PARTICIPATION IN COUNCIL MEETINGS

The Council wishes to encourage members of the public to take an interest and to participate in its affairs. A period of 15 minutes will be allocated at the beginning of meetings for comments and questions from electors of the parish.

### HOW CAN I PARTICIPATE?

You can participate in the meetings in the following ways:

- **BY REQUESTING AN ITEM IS PLACED ON THE AGENDA.**  
The request should be delivered in writing or by electronic mail, to the clerk to the Council at least **7 days before the day of the meeting**. Items will either be included in the agenda or an explanation why it is not appropriate to do so will be given.
- **BY PETITION** as an indication of local feeling about an issue.  
There is no minimum number of signatures required but please notify the clerk by **6.00 pm the day before the meeting** that you wish to present a petition.
- **BY ASKING A QUESTION**  
Please submit your question in writing or by electronic mail to the clerk to the Council by **6.00 pm the day before the meeting**. Each submission must show the name and address of the questioner and no more than two questions may be submitted by the same person or on behalf of a single organisation.

### WHAT HAPPENS AT THE MEETINGS?

Copies of your question or comment will be circulated to Councillors and will be made available to members of the public. The Chair will invite you to put your question or comment to the Council and you may speak for up to **3 minutes**. You may ask one supplementary question, without notice, in response to a reply to the original question. If you are unable to attend the meeting, you may ask the Chair to put the question on your behalf.

### WHAT IF I CANNOT OR HAVE FORGOTTEN TO GIVE THE REQUIRED NOTICE?

Please see the clerk to the Council before the meeting starts, to make your request known. The Chair of the meeting may accept your question or statement at his or her discretion.

### WHAT IF I HAVE SPECIAL NEEDS?

The Council wants everyone to be able to participate if they so wish. If you have any special needs or concerns about participation please discuss them with the clerk. We will do whatever we can to help or reassure you.