



North Mymms Parish Council
Public Participation/Speaking Policy

Reviewed by North Mymms Parish Council: 27 April 2022

Date of next Review: April 2025

Public Participation

The public and press are welcome to attend all meetings.

Members of the public can address the Parish Council, or any Committee meeting, on matters that are on the meeting agenda. When issues are raised or questions asked about matters that are not on the agenda, the Council may defer consideration of or a response to the matter until the next meeting.

The Parish Council cannot take a decision on any issue raised at public session unless the issue is specified on the agenda of the meeting or the clerk has delegated powers to deal with it as urgent. Complaints will not be accepted in the meeting; these should be addressed to the clerk in writing.

The Parish Council has put in place “Public Speaking Arrangements” (below). The arrangements do not apply to the Annual Parish Meeting, which is a meeting of the electorate of the parish, rather than a meeting of the Council.

It is sometimes necessary for the Parish Council and Committees to discuss confidential matters. These are kept to an absolute minimum and when necessary, the press and public will be asked to leave the meeting.

Public Speaking Arrangements

Members of the public wishing to address the Parish Council, a Committee or Sub-Committee on reports and items contained within the agenda for the meeting shall be given the opportunity to do so subject to:

- a) The opportunity being extended to one person speaking in support of each agenda item and one person speaking against each agenda item, when called to do so by the Chairman.
- b) Each person addressing the meeting being limited to three minutes’ speech.
- c) In exceptional circumstances, the Chairman of the meeting may extend the right to speak to more than one person, if in his opinion there are a variety of views, whilst ensuring that equal time is given to the opposing viewpoint. In this situation, the Chairman will consider reducing the amount of time for which each individual is allowed to speak.
- d) The Chairman of the meeting having discretion to rule that a person wishing to address the meeting shall not be heard if, in his opinion, that issue or the organisation or the person wishing to make representation on that issue has previously received an adequate hearing.
- e) A person wishing to address the Council on an issue that is not on the agenda may speak at the discretion of the Chairman and is limited to three minutes’ speech as per clause b.
- f) Each person wishing to address the Council must “sign in”, prior to the start of the meeting. Speakers will be asked to provide name, address and details of any organisation that they are representing. The names of speakers and if they represent an organisation, will be recorded in the meeting minutes.
- g) The Clerk to the Council, or the nominated meeting Clerk, can provide guidance on public speaking in advance of the meeting.

These arrangements were agreed by the Parish Council at its meeting on 30th July 2014 and are subject to change in the future.