



Chiddingfold Parish Council

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Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick CiLCA PSLCC
Deputy Clerk Sue Frossard CiLCA PSLCC
clerk@chiddingfold-pc.gov.uk

PLEASE TURN MOBILE PHONES TO SILENT DURING THE MEETING

Please note: this meeting might be recorded by parties other than Chiddingfold Parish Council, and may subsequently be broadcast or published. Although the council requests that third-party recordings do not focus on public attendees, by attending the meeting, and in particular if you directly participate in the meeting, you are accepting the potential for such recording and use.

PUBLIC PARTICIPATION AT COUNCIL MEETINGS

Chiddingfold Parish Council welcomes the involvement of parishioners at council meetings, which are open to the public. Please note that meetings are in public, though naming of members of the public is not customary, any speakers will be recorded in the minutes of the meeting and their point noted in summary form.

The following procedures apply:

PUBLIC QUESTIONS AT MEETINGS

- ÿ Questions / comments from parishioners living or working within the Parish of Chiddingfold are only taken during the time set aside for that purpose on the agenda.
- ÿ The question /comment must be relevant to the business of the Council and questions that relate to personal affairs of any named person are not permitted.
- ÿ Questions on planning matters must be relevant to a specific item on the Agenda.
- ÿ The total period allowed for questions and the presentation of petitions shall not exceed fifteen minutes, except with the consent of the Council.
- ÿ Individuals must identify themselves by name and may talk for up to 3 minutes.
- ÿ Questions should be directed to the Chairman of the meeting, who may request another Council Member or the Clerk to reply.
- ÿ The Chairman of the meeting will disallow any question that is, in his opinion, scurrilous, improper, capricious, irrelevant or otherwise objectionable.
- ÿ Every question shall be answered without discussion, although the questioner is permitted to ask one supplementary question relating to the matter.
- ÿ No decisions can be made or given by the Council on matters not on agenda. See also the section on 'Written Questions'.

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Answers to questions raised in a meeting may take the form of:

- Y a direct oral response; and/or
- Y reference to a relevant publication; or
- Y a written answer subsequent to the meeting.

WRITTEN QUESTIONS

- Y Written questions from parishioners who live or work within the Parish of Chiddingfold on matters affecting the Parish Council can be submitted in advance for consideration at a meeting. Written questions must be sent to the Parish Clerk by 4.30pm, three clear working days before the date of the meeting.
- Y Where the matter relates to an item on the agenda it will be raised by the Clerk within the public participation session, otherwise, the question will be raised under 'Correspondence and General Business' on the agenda, for consideration by council.
- Y Questioners who attend meetings where their question is discussed are not permitted to take part in those discussions, unless specifically asked a question by the Chairman of the meeting.

A response to written questions in respect of non-agenda items considered by the council will follow the meeting.

General information enquiries will be responded to by councillors or the Clerk outside of the meeting process.

GENERAL

- Y Meetings of the Council are recorded by the council where equipment is available for use.
- Y Public participation in Council discussions is not permitted.
- Y The Chairman of the Meeting may, at his discretion, ask a question of a member of the public if relevant to a matter under discussion.
- Y Photographing, filming, recording, broadcasting or transmitting the proceedings of any public meeting by any means is permitted, provided this does not disrupt proceedings. Any recording is requested to avoid including members of the public who are not directly participating in the meeting and in particular to avoid vulnerable people and/or children.
- Y If wishing to record a meeting, it is advisable to contact the Clerk beforehand so that reasonable facilities can be made available to you.
- Y You are entitled to publish, post or share your recording, but you are requested not to edit recordings in a way that could lead to misinterpretation of the proceedings or shows a lack of respect to those being filmed.
- Y In the event of a dispute over the accuracy or context of a full or part recording, only the Council's own, unedited recordings of meetings will be recognised as the true audio account of proceedings.

If you are unclear on any aspect of the above procedures, please contact the Parish Clerk. Contact details can be found at the top of this sheet.

Lauren Blatherwick
Clerk to Chiddingfold Parish Council