

LOWER PENN PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Cree
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Public Participation Procedure

On every full Council meeting agenda, is an item called "Public Participation".

This meeting is held on the first Thursday of the month (except August and January) and starts at 7.15pm.

This is for any member of the public to come and raise matters of concern or interest to them with members of the Council.

Council members cannot make any decisions relating to the matters raised as to enable members of the public to speak, standing orders of the council are suspended (no decision can be made by the Council unless it is publicised on the agenda and has to be within standing orders). They are reinstated after this item has ended. The time allowed is 15 minutes, but members can if they agree extend the time to longer.

If the item raised by the member of the public can be answered simply then this information is given straight back to them, but if the item raised requires a decision of the Council then this has to be put on the agenda for the next meeting.

If the item raised is something that the Clerk needs to research further (to get exact details for example) then the name and contact details of the member of the public are taken and the Clerk will contact them as soon as possible with the information requested.