

BYRAM-CUM-SUTTON PARISH COUNCIL

PROCEDURE FOR PUBLIC FORUM/QUESTION TIME - 2025

Council, remember that this is an opportunity for electors to raise any opinions they have on any agenda items and to bring to the council's attention any concerns they have about the parish or any matters of community interest. It is NOT a question and answer time nor a time for general discussion.

1. This shall be held at the start of the council meeting immediately after the Chairman's welcome.
2. The forum shall not last for more than fifteen (15) minutes unless by agreement with the full council if more than five (5) electors wish to speak.
3. Each member of the public shall speak for no longer than three (3) minutes.
4. The clerk will make notes of what is said for discussion by the council at a later date
5. No councillor, including the chairman, will answer any questions raised by electors.
6. No councillor, including the chairman, will enter into any discussion with electors.
7. No decisions can be taken on any issues raised.
8. The chairman will thank the electors for their contributions and continue with the meeting.

Use of comments: council will decide, at the end of the meeting, whether or not to include any/all of the comments as agenda item/s for the next council meeting.

Writing up comments: the clerk will summarise what has been said by the electors and include the summary in the minutes. Electors must not be mentioned by name or initials. Each elector to be given a number in the order of speaking.

Agreed by council on 17-07-25 Minute number JULY 25'