



**SOUTH MILFORD AND LUMBY PARISH  
COUNCIL  
PROCEDURES FOR PUBLIC  
PARTICIPATION.**



Meetings of South Milford and Lumby Parish Council are held every month usually on the third Tuesday of the month, with the exception of July, August and December. These are open meetings and can be attended by the general public and residents. Our Annual General Meeting is held in May.

We actively welcome the input of the public and in particular local residents, however in formal meetings there is no right for members of the public to speak without invitation of the council [not just the chair]

If you wish to attend and raise an issue for formal discussion at the meeting then we request that you inform the Parish Clerk in advance so that we can include this item on the agenda. Agendas are published 3 clear days before the meeting, so if you wish an item to be on the agenda please let the Clerk know a week before the next meeting.

The first 20 minutes of the meeting is set aside for a limit of 2 guest speakers and we ask that you keep your presentation short but no more than 10 minutes each in length. If we cannot accommodate your item at the meeting for reasons of urgent business and time, then we will allot you a time on an appropriate future agenda.

If you wish to contribute to the matters being discussed during the meeting, it is at the Chair's discretion that you may be allowed to speak at the appropriate item on the agenda. Please indicate by hand if you wish to speak.

If the reason for your attendance is not on the agenda, then agenda entitled 'items for future agenda' may be an appropriate place where you may be invited to speak.

**Please note.** It is a legal requirement that the council cannot take a decision on any issue raised at a public session unless the issue is specified on the agenda of the Council meeting.

South Milford and Lumby Parish Council abide by the Nolan Principles recommended by the Committee on Standards in Public Life. [Which can be found on a separate document] but we expect the general public to conduct themselves with regards to the principles of Honesty and Integrity and Respect for Others.

**Complaints Procedure.**

All complaints should be made in writing to the Parish Clerk either before the meeting so that it can be discussed as an item on the agenda if appropriate, or after the meeting as a result of conduct or an issue arising at the meeting.