

# **WALKINGTON PARISH COUNCIL**

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Clerk: Ms Margaret Rose, 7 Compton Drive, Keyingham. HU12 9RR Telephone: 01964 603220  
Email: [walkingtonparishcouncil@yahoo.co.uk](mailto:walkingtonparishcouncil@yahoo.co.uk) Web: [www.walkingtonpc.co.uk](http://www.walkingtonpc.co.uk)

## **Public Participation in Meetings Policy**

1. Any resident in the parish will be allowed to ask for an item to be included on the agenda for a forthcoming Parish Council meeting. That person will be allowed to attend the meeting and make a presentation.
2. Any item for inclusion must be submitted to the Clerk to the Council at least ten days before the meeting. This will enable the item to be included on the formal agenda. Any items received after that time will be included on the agenda for the following meeting.
3. Issues for discussion will be limited to those relating to parish council functions.
4. There will be a time limit of three minutes per issue.
5. Where more than one person wishes to raise the same issue, one of their number will act as spokesperson. No other persons will be allowed to speak.
6. There will be no limit on the number of issues that an individual can raise at one meeting (this to be reviewed after six months).
7. Only the Chairman (with assistance from the Clerk) will respond to the item. No other Councillor or member of the public will be allowed to speak.
8. These rules will be forwarded to any resident who asks for an item to be included on the agenda.

Updated 18 January 2023