



DARTMOOR FOREST PARISH COUNCIL

TITLE: Standing Orders 1 to 5 – Public Participation at Parish Council Meetings

DOCUMENT MANAGEMENT

This document constitutes **version 2** of **Standing Orders 1 to 5** and was **adopted** at the **Parish Council meeting on 7 September 2009**.

1. At all meetings of the Parish Council the Chair may, at his/her discretion and at a convenient time in the transaction of business, allow any members of the public to address the meeting in relation to the business to be transacted. The Code of Conduct adopted by the Council on 4 June 2007 shall apply to members of the Council in respect of the entire meeting. Where, however, members of the Council exercise their rights in respect of SO 2 (below), members of the public **shall** be allowed to attend the meeting to:

- a) Make representations
- b) Answer questions
- c) Give evidence

relating to the business to be transacted.

2. At all meetings of the Council the Chair may permit members of the Council (including co-opted members as defined by s.49(7) Local Government Act 2000) who have a prejudicial interest in relation to any item of business to be transacted at that meeting to:

- a) Make representations
- b) Answer questions
- c) Give evidence

relating to the business to be transacted. Such members shall leave the meeting after completion of their contribution and shall not hear the contributions of others.

3. Sessions at which members of the public, and members of the Council who have a prejudicial interest, are allowed to address the meeting form part of the Council meeting at law and shall be duly minuted. The identity and contribution of members of the public may be minuted, if appropriate. Members of the public who object to their contribution being minuted are free to express their views on any business to the Council in writing and, if necessary, in confidence. A record of written representations "in confidence" may still be disclosable under the Freedom of Information Act 2000.

4. The Chair may, at his/her discretion, limit the duration of public sessions and/or individual contributions, including contributions from members of the Council having a prejudicial interest in the item of business to be transacted.



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5. The rights of participation in SO 1 and SO 2, above, shall not affect the Council's right to exclude the public from a meeting of the Council whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other reasons stated in the resolution (as defined in s.1(2) Public Bodies (Admission to Meetings) Act 1960). A member of the Council with a prejudicial interest in business being transacted in closed session must leave the meeting as soon as the interest becomes apparent. In this situation, neither the member with a prejudicial interest nor a member of the public shall be entitled to make representations, answer questions or give evidence

6. The rights of participation in SO 1 to SO 5 above cover the situations where there is a statutory right for members of the public to be heard (e. g. planning matters). The Public Session held at the end of normal meetings takes place after the completion of normal business and is not within the scope of these SOs