

**Relevant Legislation**

Local Government Act 1972, Pt II, Para 10 (2) b

2) Three clear days at least before a meeting of a parish council—

(b)a summons to attend the meeting, **specifying the business proposed to be transacted** at the meeting and signed by the proper officer of the council, shall be left at or sent by post to the usual place of residence of every member of the council.

NOTE NO decisions can be made unless a relevant item appears on the published agenda

Public Bodies (admission to meetings) Act, 1960

Admission of public to meetings of local authorities and other bodies.

(1)Subject to subsection (2) below, any meeting of a . . . F1 body exercising public functions, being [F2a body] to which this Act applies, shall be open to the public.

(2)A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

**Relevant Guidance**

National Association of Local Councils publication “Local councils explained” under the section “working with the public” page 106

*“Members of the public have no statutory right to speak at a meeting of the council, its committees or subcommittees. A council may want to give those in attendance an opportunity to speak. A council may in standing orders set aside a short part of its meeting (e.g. 15 minutes for the public (and press) to ask questions, or give views on the business on the agenda for the meeting2*

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*“The questions and representations of the public should ideally be confined, by the use of standing orders, to the matters that are on the agenda. However it can be difficult to police this and there is some merit in permitting questions about matters that are not on the agenda.....The chairman of the meeting must keep control of the public participation session otherwise it may be in danger of becoming unfocussed and unhelpful.*

**Conduct of meetings of parish councils is governed by their Standing orders.**

National Association of Local Councils have drafted model standing orders, some clauses of which are mandatory, and in any case cannot be used to circumvent legislation

Our current guidance (DRAFTED BY THE CLERK) with the above guidance in mind - is to limit discussion to matters on the agenda OR REQUEST A MATTER TO BE PLACED ON A FUTURE AGENDA (allowing any matter to be raised)

John Haste

15<sup>th</sup> November