



WEST BERGHOLT PARISH COUNCIL

Guidance notes for the public

Agenda item: Questions from registered electors

- 15 minutes only allowed for this item: as stated on the agenda the maximum time for this item is 15 minutes. The Council has a full agenda to get through and can follow up any issues outside of the meeting, either via email or through the relevant Committees.
- 2 minutes only allowed per elector: other members of the public may have items to raise, therefore two minutes is allowed per person in the interest of fairness.
- No RESOLUTIONS can take place under this item, as any issues would not have been listed on the published agenda and therefore members of the public have not had the opportunity to attend contravening the transparency guidelines. Further debate can be progressed onto the relevant Committee then brought back to the next Parish Council meeting with their recommendation for a full council decision.
- A simple summary of the main points is all that is required. If electors have already emailed regarding their concern, then there is no need to re-read them at the meeting. It is safe to assume that all correspondence would have been forwarded to all members of the Council in advance of the meeting.
- Accessibility. Anybody wishing to attend with any disability would they advise the Clerk in advance so that appropriate facilities can be arranged, if necessary.