

Information to provide at the beginning of each parish council meeting

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A warm welcome to everyone and particularly to members of the public.

Please **sign in if you feel appropriate**. Your name may be recorded in the minutes of this meeting unless you ask otherwise.

Noticeboard

If I could draw your attention to the noticeboard (side of room) which explains:

- General Data Protection Regulations;
- Parish Council Consent Forms;
- Procedures for recording or filming of these meetings (further info on reverse);
- How to access parish council documents,
- Details of when the council tax precept is set each year and how to get involved.

Documents on the table

On the table are the minutes of the previous meeting, financial summaries and a folder of Parish Council policies. Feel free to have a browse but please do not remove these documents from the room - we can provide you with hard copies upon request.

General items to note

- If this meeting is an extra ordinary meeting, summons have been issued by the Chair.
- Each agenda item below includes the resolution to discuss and formulate Motions not requiring written notice. New items raised for formal vote will be included in the next agenda unless covered by St.Orders/Financ.Reg/Delegation to Clerk policies.
- If there are any adjustments required to encourage/allow public participation please bring these to the attention of the Clerk or Chair before or at the meeting. We will make all reasonable adjustments where possible.
- Please check **fire exits** arrangements upon arrival and check against your personal requirements. Please bring any difficulties to the immediate attention of any member of the parish council. In the event of an emergency, 'muster' is in the car park but, since attendees are only encouraged (not required) to sign in, no register will be taken.
- To our knowledge, there are no hearing/audio induction loops installed at this venue.
- The parish council does not hold or manage the wifi codes for this venue.
- Dogs may be permitted depending on the venue hire restrictions. Please enquire.
- Children are permitted but must not be allowed to disrupt proceedings please. Filming or recording of children is not permitted without written consent of parents/legal guardians - The council and public must take absolute care to meet this restriction.
- Councillors/the public are individually responsible for keeping their own language/phrasing to an acceptable level.
- The parish council has a risk assessment in place for public meetings.

Open forum before the meeting

We are happy to take and minute questions etc during *public open forum*, and we will assist wherever possible. Sometimes the parish councillors will take the matter to one side for further consideration rather than respond there and then. If you wish to speak please raise your hand and, when you are acknowledged by the Chair, give your name and address and proceed with your statement or question. Comments must be addressed to the Chair. Those members of the public not from the parish may only speak at the discretion of the Parish Council. The Register of Electors may be checked to ascertain residency¹. If you wish to remain anonymous to the public, you must provide your name and address to the Clerk and Chair in advance of the meeting. Names may be recorded in the meeting minutes, unless individuals ask for this not to occur.

During the parish council meeting

As a general rule, the district and county councillors and formally invited speakers are welcome to request to provide relevant information throughout. Residents may also raise their hand to request to speak and Councillors will accommodate wherever possible. A reminder of the detail of Standing Orders (the rules governing who can speak and when) will be given only if the meeting gets too disrupted or prolonged. Also a reminder that this Council follows the Nolan principles of respect and courtesy and that this is expected in return from members of the public.

Recording or filming this parish council meeting

- Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photograph equipment should be taken away if a public meeting moves into a session not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photograph or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.
- The parish council may video live stream those sitting at the council table on social media and/or may make audio recordings in order to assist with writing the minutes.



Lisa Stevens

Clerk for **Severn Stoke and Croome d'Abitot Parish Council**

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Scan for our website

Facebook: search 'Parish Councillors SevernStoke Croome'

¹ Representation of the People (England and Wales) (Amendment) Regulations 2002' which permits parish councils to inspect the electoral register for the purpose of establishing whether a person is entitled to attend and participate.