

# Cawston Parish Council

Cawston Community Hall, Scholars Drive, Cawston, Rugby CV22 7GU

## **Public Participation Policy**

### **1. Introduction**

This statement has been produced by Cawston Parish Council in conjunction with WALC to explain the process of its meetings and how public participation is managed.

### **2. Ordinary Meetings**

The ordinary meetings of the Parish Council are all held in a public place, usually Cawston Community Hall, Scholars Rd, Cawston, CV22 7GU on the third Tuesday of January, March, May, July, September, November and begin at 7pm.

Members of the public have a legal right to attend meetings of the Parish Council and its committees, except where they are excluded for specific items which need to be discussed in confidence, for example, staffing matters or tenders for contracts. (Public Bodies (Admission to meetings) Act 1960 s1(2) as amended by s100 of Local Government Act 1972). They have no legal right to speak at meetings of the council or its committees. However, as part of its community engagement Cawston Parish Council will set aside time for public participation at meetings.

### **3. Public Participation**

A specific time is set aside for public participation at all ordinary meetings, which always at the very beginning before the formal business of the Parish Council begins. Standing Orders (3 f & g) state that the time will not exceed 15 minutes, with individual contributions being limited to 3 minutes. All comments and questions are to be directed to the Chairman. The Chairman of the meeting shall disallow any question that is, in their opinion, scurrilous, improper, capricious, irrelevant or otherwise objectionable. If there is a possibility that a large number of people will wish to speak, the chairman will encourage people not to repeat comments made by earlier speakers, or even ask for a single representative to be appointed.

Neither councillors nor the clerk are obliged to respond immediately to comments or questions made during public forum. A comment could be referred to the clerk to write to the speaker or could form the basis for an agenda item at a future meeting.

Comments made during public forum will be (very briefly) minuted. Names of members of the public who speak will not be minuted.

### **4. Disruption at Meetings**

Members of the public are invited to remain after the public forum has ended to observe the meeting of the Parish Council. They are not permitted to converse further with the Parish Council. Members of the public should not heckle or interrupt the meeting. The Chairman will cut an interrupter short and warn them that further interruptions could result in their exclusion

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from the room. Alternatively, if there is serious disorder the chairman could adjourn the meeting for a short time to allow people to calm down.

## 5. Principal Authorities

Principal authority councillors have no special rights at Parish Council meetings, but as it is beneficial to the community for the Parish Council to maintain good relationships with Rugby Borough Council and Warwickshire County Council Cawston Parish Council include a section for reports from the principal authorities on the agenda. Members of the public are not permitted to question or make comments on these reports during the meeting.

The salient points of the reports given by the principal authorities' councillors will be included in the minutes.

## 6. Other ways to engage with the Parish Council

Members of the public are invited to contact Parish Councillors or the Clerk outside of meetings, by email. An email to the Parish Clerk to report items of concern e.g. faulty streetlight, is often the most effective way to lodge these matters and get them resolved.

Cawston Parish Council  
Cawston Community Hall  
Scholars Drive  
CV22 7GU  
Tel: 07393 640110  
Website: <https://cawstonpc.org>

Name	Position	Email
Cllr Richard Bishop	Parish Councillor - Chairman	<a href="mailto:Rich.bishop@cawstonpc.org">Rich.bishop@cawstonpc.org</a>
Cllr Amanda Henderson	Parish Councillor – Vice Chairman	<a href="mailto:Amanda.henderson@cawstonpc.org">Amanda.henderson@cawstonpc.org</a>
Cllr Samantha Bestwick	Parish Councillor	<a href="mailto:Samantha.bestwick@cawstonpc.org">Samantha.bestwick@cawstonpc.org</a>
Cllr Dean Richards	Parish Councillor	<a href="mailto:Dean.richards@cawstonpc.org">Dean.richards@cawstonpc.org</a>
Cllr Paul Harrison	Parish Councillor	<a href="mailto:paul.harrison@cawstonpc.org">paul.harrison@cawstonpc.org</a>
Cllr Matt Blandford	Parish Councillor	<a href="mailto:matt.blandford@cawstonpc.org">matt.blandford@cawstonpc.org</a>
Helen Stewart	Parish Clerk	<a href="mailto:clerk@cawstonpc.org">clerk@cawstonpc.org</a>
Louise Gulliver	Assistant Clerk	<a href="mailto:assistantclerk@cawstonpc.org">assistantclerk@cawstonpc.org</a>

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