

Cawston Parish Council

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

Public Participation Statement

GUIDANCE NOTE FOR MEMBERS OF THE PUBLIC

Parish Councils hold their meetings in public, so electors may exercise their democratic rights to witness the decision-making process. There is no legal duty to offer a public forum at meeting however Cawston Parish Council is committed to community engagement and therefore welcomes attendees at its meetings providing an opportunity for people to address the Parish Council.

Please note: The meetings of the Parish Council are time limited and while it values feedback from residents, it must try to ensure that its meetings are as efficient and effective as possible, therefore it is not a good use of time for members of the public to attend the meetings to report items such as overgrown vegetation, faulty streetlights, potholes, etc. These can be reported directly to the Parish Clerk or any councillor at any time outside of a meeting, or directly to the relevant local authority.

In meetings the following procedure applies-

- Questions and presentations of petitions by electors registered within the Parish of Cawston shall be allowed on matters affecting the Parish Council at the beginning of each meeting of the Council.
- The question should be relevant to the business of the Parish Council.
- The period allowed for questions and the presentation of petitions shall not exceed 3 minutes except with the consent of the Parish Council.
- Each individual questioner and presenter of a petition shall be restricted to a total of 3 minutes.
- Questions shall be directed to the Chairman of the meeting who may request another councillor or the Clerk to reply but no member of the Parish Council is obliged to answer questions immediately.

Answers to questions may take the form of:

- A direct oral response
- When the desired information is contained in a publication, reference to that publication
- When it is more convenient to do so, a written answer subsequent to the meeting
- The Chairman of the meeting shall disallow any question that is, in their opinion, scurrilous, improper, capricious, irrelevant or otherwise objectionable.

THIS STATEMENT WAS ADOPTED BY CAWSTON PARISH COUNCIL ON 19TH SEPTEMBER 2023