



BRADFIELD PARISH COUNCIL

Clerk to the Council: Mrs Marie Snell

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PROTOCOL FOR PUBLIC SPEAKING

FULL COUNCIL MEETINGS In accordance with Standing Order 3

- a) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- b) The period of time designated for public participation at a meeting shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- c) Subject to standing order 2(f), a member of the public shall not speak for more than three minutes.
- d) Only one person is permitted to speak at a time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking.
- e) A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- f) Meetings may be recorded for monitoring purposes.

2. COMMITTEE MEETINGS

A maximum of 15 minutes will be allowed at each meeting for questions to be put on items appearing on the agenda for that meeting. A question may be asked by an individual and for no longer than 3 minutes, at the Chairman's discretion.