

Holton Parish Council

Protocol for speaking in Open forum

1. Permission to record by either audio or filming must be sought prior to the commencement of Open Forum.
2. Recording equipment must remain static and be unobtrusive for the duration of the meeting.
3. The wishes of members of the public to be respected if they request not to be on camera.
4. Persons wishing to address the Council will be limited to 5 mins maximum.
5. Discussions thereafter will be limited to 10 mins maximum.
6. Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.
7. The Chairman reserves the right to ask members of the public to leave the meeting should they become disruptive.
8. In the event of person(s) not leaving when asked, the Chairman has the right to abandon the meeting.
9. Please ensure that mobile phones are switched off.
10. There is no legal obligation to have an Open Forum but in the interests of openness Holton Parish Council choose to do so.
11. Open Forum is limited to 30 minutes maximum.

MEMBERS OF THE PUBLIC ARE NOT ALLOWED TO PARTICIPATE IN ANY OTHER PART OF THE MEETING ONCE OPEN FORUM HAS BEEN CLOSED UNLESS INVITED TO SPEAK BY THE CHAIRMAN.

February 2015

A full copy of this protocol is available on request.