

TYSOE PARISH COUNCIL

WELCOME TO MEMBERS OF THE PUBLIC



Outline of Meeting Procedure

1. Members of the public are entitled, and welcome, to attend all meetings of the Parish Council.
2. Meetings are managed in accordance with the requirements of the law and the Parish Council's Standing Orders (available on our website www.tysoe.org.uk or from the Parish Council office).
3. The Chairman of the Parish Council will normally preside and will decide any question about the meeting's procedure.
4. During the 15-minute **Open Forum** the public are permitted to speak for a maximum of 3 minutes per person and possibly at other times by invitation of the Chairman. Please stand and speak loudly and clearly. At other times you are expected to remain quiet to allow for effective and unimpeded conduct of the business of the meeting.
5. Members of the public who interrupt the proceedings of the meeting may be asked to leave, and the Chairman may adjourn the meeting to resume order.
6. All persons attending meetings of the Parish Council are expected to conduct themselves in an orderly way and treat each other with civility and respect.
7. A recording of the meeting may be made. The Parish Clerk can use audio recordings to aid the production of accurate draft minutes. These recordings are destroyed thereafter.
8. If the Parish Council decides to consider an item in confidential session, members of the public will be required to leave the meeting. Usually this is to consider items where public knowledge would prejudice fair process such as matters relating to staff issues e.g. salaries and contracts, or legal matters.
9. Recording of the meeting during any confidential session is not allowed.
10. Please ensure mobile phones are switched off or switched to silent.

If you wish to contact the office of the Parish Council –

Email: parish.clerk@tysoe.org.uk

Phone: 07938 633352

Tysoe Parish Council meet at Tysoe Village Hall in the McNulty Room. See the Parish Council noticeboard, Tysoe & District Record & www.tysoe.org.uk for the meeting schedule.