



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 (copy available from www.tysoe.org.uk or via request to the parish council office).
3. The chair 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 chair. Please speak loudly and clearly. Otherwise you are expected to remain quiet to allow for effective and unimpeded conduct of the business of the meeting.
5. Members of the public interrupting the proceedings of the meeting may be asked to leave, and the chair 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. Recording of the minutes is permissible. The parish clerk records the meeting to aid the production of accurate draft minutes and the recordings are destroyed thereafter. If members of the public do not wish to be recorded, please notify the chair or the clerk before the start of the meeting.
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.

To contact the office of the Parish Clerk:

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 & website for schedule.