

### Parish Councillors

Tim Russell\* 01243 781052

Peter Stephens 07747468699

Paul Chivers 01243 789990

Rob Callaway-Lewis 07880713159

Keith Phillips\*\* 07980668612

Frances Neave 01243 782391

Annie Maclean 01243 262569

Hugo Wall 01243 278542

Natacha Keulemans 07808172537

\* Chairman \*\*Vice Chairman

### District Councillor

Chris Page 01243 380009

Simon Oakley 01243 538394

### County Councillor

Jamie Fitzjohn 782380

### Clerk to the Council

Louise Chater 203050



**NORTH MUNDHAM PARISH COUNCIL**  
Working for the whole community

## PUBLIC INVOLVEMENT IN PARISH COUNCIL MEETINGS



### NORTH MUNDHAM PARISH COUNCIL

Mrs Louise Chater  
Clerk to North Mundham Parish Council  
1 Charlmead East Wittering  
Chichester  
West Sussex PO20 8DN

Phone 01243 203050  
E-mail: clerk @northmundham.org  
www.northmundham.org-

NORTH MUNDHAM PARISH COUNCIL

**Tel: 01243 203050**



## PUBLIC INVOLVEMENT

Notice for items not on the agenda should be given in writing, signed, with name and address clearly stated, by 12 noon on the day of the meeting. Topics or issues not presented prior to the meeting may still be considered by the Council at the Chairman's discretion.

In all cases, please make yourself known to the Clerk on arrival prior to the commencement of the meeting, and advise her on which item you wish to speak.

Speakers are not allowed to distribute any material written or electronic, to the meeting. Any such material should be given to the Council at least one week in advance of the meeting, to allow Councillors time to consider it.

The Chairman of the meeting, on the advice of the Clerk, can reject questions which are deemed improper or slanderous.

Each speaker is limited to three minutes at the meeting, and must provide their name. An address is only required in the event of a

request for a written response. The total time allocated to public participation is ten minutes. The Chairman of the meeting has the discretion to respond immediately if it is deemed appropriate, to refer the issues raised to a more appropriate Committee or to arrange for a written reply.

Speakers can raise questions, make statements or express concerns within the allotted three minutes.

The speaker has the right to a supplementary question if an oral reply is given.

Speakers do not have the right to ask other speakers, officers or Councillors direct questions. Generally, Councillors, through the Chairman, do not ask questions of the speaker. However, there may occasionally be the need for clarification in which case Councillors may ask questions, at the discretion of the Chairman



Speakers need to be aware that they are only entitled to speak when invited to do so by the Chairman. This is usually during the public participation section of the meeting, but Standing Orders may be suspended at other points in the meeting, at the discretion of the Chairman, in order to allow the public to speak.

No person is entitled to speak at any other point in the meeting, or after Standing Orders have been reinstated.

If a member of the public interrupts the proceedings at any meeting—the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such a period to restore order. It is in order for the Chairman of the meeting to ask members of the public and press to leave the room, in order for confidential items to be discussed relating to contractual matters such as tenders, or personnel matters in relation to specific members of staff, or other matters which the Council deem to be confidential.