

KINGS CLIFFE

PARISH COUNCIL MEETINGS

Procedure

1. The Chairman (who is there to manage the meeting) will welcome all present and open the meeting. As well as Parish Councillors and other members of the public, our District and County Councillor and a Police Officer may also be present.
2. Please look at the Agenda (which is the order of business for this meeting).
3. At the start of the Meeting 15 Minutes is set aside to hear from Members of the Public, although anyone wishing to speak should notify the Clerk in writing by 5.00pm on the day prior to the meeting. The Maximum time allowed for anyone to speak is 5 minutes
4. The Chairman can exceptionally allow a member of the Public to speak at the Meeting , if it is deemed by the Chairman to be an urgent matter or if it is relevant to an item on the agenda
5. As an elected body there are a number of procedures which are legally required, such as approving the minutes and agreeing finances etc,
6. The Parish Council employs a Clerk who will usually be sitting next to the Chairman; it is the role of the Clerk to take notes (minutes) of the proceedings and advise the Parish Council on legal and procedural matters as well as dealing with correspondence.
7. The meeting will not normally last more than 2 hours.