

Thank you for coming to this meeting which will be conducted according to the Parish Council Standing Orders. I hope you will find this information useful.

Full Council meetings (white agenda).

Members of the public are **invited to ask questions ONLY UNDER THEIR AGENDA ITEM – at the appropriate time** the Chairman will invite members of the public to ask questions. Please give your name and address before asking your question. The Chairman will designate a Councillor to respond on behalf of the Council. Standing Orders allow for a maximum period of 15 minutes for this agenda item. You **may** have an opportunity to have an informal discussion with any guest speaker or Councillor **prior to the start of the Committee meeting.**

Committee meetings (yellow or pink agendas).

Members of the public are **welcome to observe** proceedings but Standing Orders do not allow participation of members of the public. Informal questions may be discussed with any Councillor **prior to the start of the Committee meeting** which may or may not be considered depending on the contents of the agenda.

[Please note: Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature.]

Council Standing Orders are available on request to the Clerk or Council Office and are subject to periodic review, taking advice of the National Association of Local Councils and following the Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 Ss 100A.