

Castle Bromwich Parish Council

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WELCOME TO MEMBERS OF THE PUBLIC - OUTLINE OF MEETING PROCEDURE

1. Members of the public are entitled to attend all parish council meetings. A copy of the agenda will be available at the meetings and online.
2. Meetings are managed in accordance with the requirements of the law and the parish council's standing orders, a copy of which is available on the website and on request.
3. The Chairman of the parish council or of the relevant committee will normally preside and will decide on any procedural question.
4. Members of the public will be invited to speak during Open Forum and possibly at other times by the invitation of the Chairman. At all other times you are asked to remain quiet to allow the effective 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 Chairman may adjourn the meeting to restore order.
6. All persons attending meetings of the parish council are expected to conduct themselves in an orderly way and treat each other with respect.
7. 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 eg salaries and contracts, or legal matters.
8. Please ensure your mobile phone is switched off/silent.
9. Photographing, recording, broadcasting or transmitting the proceedings of the meeting by any means is permitted. However, out of courtesy anyone wishing to do so is asked to notify the clerk before they start recording to ensure compliance with general data protection regulation and rights to privacy.
10. If a visual recording is being made please notify the Clerk if you would prefer to not be visually recorded so that appropriate steps are taken.
11. More information can be requested from the Clerk after this meeting and/or during office hours.