



Public Attendance at Council Meetings

Members of the public are welcome to attend council meetings.

Council meetings are open to the public, and you can stay for as long as you like.

A copy of the agenda and meeting items will be available for all our meetings from [Council Meetings Agendas & Minutes](#).

The law does not allow members of the public to attend for any confidential items on the agenda. When confidential items on the agenda are being discussed you will be asked to leave.

Recording & Filming of Council Meetings

The parish council does not record its council meetings. However, members of the public and press have a legal right to do so if they wish. The council is therefore unable to give any guarantee that members of the public will not be filmed. If this concerns you, please contact the clerk prior to the meeting. If you would like to record or film a meeting, we encourage you to contact the council in advance so that we can ensure the necessary arrangements are in place. For more information about the protocol to be followed, please see [Recording & Filming of Council Meetings Protocol](#).

Non-agenda Issues

If you want to talk about something which is not on the published agenda, it cannot be considered by the council at that meeting. Instead, you should contact the parish clerk who will be able to advise you on the best way forward. Quite often, an issue can be resolved without the need for it to be discussed at a council meeting. If this is not the case, the clerk will ensure that it is included on the next meeting agenda so that the council can give it proper time and consideration.

Speaking at a Council Meeting

We welcome members of the public to our meetings where they may speak directly to the council on any agenda item during the public participation section at the beginning of the meeting. Please note that members of the public are not permitted to speak at any other time during the meeting, but they are welcome to observe the proceedings as their councillors, who are their elected representatives, discuss the council business listed on the agenda.

It is easy for you to speak at a council meeting but there are a few ground rules which we ask you to observe:

Public Participation Rules

- Public participation will last for 15 minutes at the start of each meeting. The running order of the agenda may be changed to accommodate public participation at the discretion of the chairman.
- Public participation is a part of the formal proceedings and will be recorded in the minutes.
- Persons wishing to speak at any meeting can only do so in relation to items on the agenda. All agendas will be published on the council's website at least 3 working days before the meeting. Agendas are also available for inspection at the parish council office at 2 Bull Ring Business Centre, Church Terrace, Harbury, CV33 9HL.
- If an item is listed under 'Confidential Items' on the agenda, it is exempt information to be discussed in private after the public and press have been excluded from the meeting.
- You may only speak once on each item and no person shall speak for more than 3 minutes, except in exceptional circumstances. We recommend that you prepare what you want to say in advance.
- Speakers on the same agenda item will be taken in the order they are received. Speakers on different agenda items will be dealt with in agenda item order.
- If a group of people wish to speak on the same agenda item, we recommend that you nominate a spokesperson for the group.
- Any supporting paperwork/plans/photographs must be submitted in advance of the date of the meeting if you wish councillors to consider the information.
- If you would like an immediate response to your question or comment, councillors will need time to consider your questions and prepare a reply so please email clerk@harbury-pc.gov.uk or call 01926 614646 at least 2 working days before the meeting.
- Any person wishing to speak at the council meeting is asked to register with the parish clerk no later than the day before the meeting.