

NORTON PARISH COUNCIL

SERVING THE VILLAGES OF CAMPSALL, NORTON AND SUTTON

Protocol and guidance for members of the public attending meetings of the Parish Council

Welcome..

Norton Parish Council warmly welcomes you to this meeting. Please be seated in the area facing the council table.

Meetings usually run for two to two and a half hours to address the formal agenda items. However, we can interrupt the agenda near the start of the meeting to allow for members of the public visiting the meeting to raise an issue or make representation to the council.

This can be for a period of up to 15 minutes. It is helpful if you can let the Clerk or the Chair know before the start of the meeting if you wish to speak, and if you are part of a group, identify one spokesperson to address the council.

Would you please respect the business of the council, and if you are staying after your input, not interrupt the process of the meeting or seek to make further points.

We will always endeavour to provide you with a response. However some issues may require further discussion. In such cases, we will ensure we have your contact details and get in touch with you after the meeting.

Please sign in to the visitors' book and provide a contact number if you wish.

You are welcome to remain as an observer for the remainder of the meeting, or to leave after you have made your contribution.

Thank you for making time to attend the meeting, your input is important.

Dave Telford

Clerk to the Parish Council