**PUBLIC PARTICIPATION**

Please use this form to request to speak at a meeting of the Parish Council.

By completing this form, you are confirming that the Council may hold and process your contact details for the purpose of corresponding with you after the meeting.

The information is kept until we no longer require it (or draft minutes have been approved).

We do not share your information with any other party.

You can request that we remove your details from our records at any time by contacting [clerk@pilningsevernbeach-pc.gov.uk](mailto:clerk@pilningsevernbeach-pc.gov.uk)

You may view our privacy statement: <https://www.psbpc.co.uk/privacyandcookies>

Date of meeting:

I wish to speak in respect of the following item:

Capacity in which speaking (personal, representative of an organisation etc):

Name (please print)

Address

Please turn over for the Council’s policy on public participation.

**PURPOSE OF PUBLIC PARTICIPATION:**

Public participation allows residents to engage with Parish Council matters, express concerns, and ask questions relevant to the agenda or community interests.

**Registration to Speak:**

Members of the public wishing to speak must request to speak by filling in this form before the start of the meeting.

**Speaking Time:**

Each speaker is allocated an equal amount of time split between all those wishing to speak.

A total of 10 minutes will be set aside for public participation unless extended at the Chair’s discretion.

If multiple speakers raise the same issue, the Chair may request a spokesperson to represent the group to avoid repetition.

**Conduct During Meetings:**

Public participants must address their comments to the Chairperson.

Interruptions, disruptive behaviour, or speaking without permission will result in a warning, and repeated disturbances may lead to removal from the meeting.

Personal, abusive, or defamatory remarks will not be tolerated.

**Parish Council’s Response:**

The Council may respond immediately, defer for further investigation, refer to the relevant Working Group or place the issue on a future agenda.

Public participants cannot engage in debates with Councillors during the meeting.

**Confidential Matters:**

Matters relating to individuals, legal issues, or sensitive information will not be discussed during the public session.

The Chair reserves the right to close public participation if inappropriate topics are raised.