

Salford Parish Council – Public engagement guidelines

The public and press are welcome to attend Salford Parish Council's meetings. Once published, a copy of the agenda will be available on the SPC website [here](#) and on the noticeboard (located by the parade of shops near the A4, adjacent to red post box). SPC's Standing Orders can be viewed on the 'Policies' section of SPC's website, visit <https://www.salfordparishcouncil.gov.uk/parish-council/policies/>

HAVE YOUR SAY - Salford Parish Council has 'Public Time' on its ordinary meeting agendas. In accordance with Standing Orders, the Parish Council can receive any addresses or statements by members of the public, limited to **three minutes per person** in respect of any item or items of business included in the agenda on which the Council is resolving a response (including a decision, action etc.). For clarity, items that members of the public can speak on will have 'TO RESOLVE' in the wording of the agenda item. The 'Public Time' item is for a maximum 15 minutes, and how the item is conducted throughout – including the time given to the item - is at the discretion of the Chair of the meeting.

If you wish to speak in public time, please add your name to the Speakers' Registration Sheet available on arrival before the meeting starts. You will be asked to give your name and to state the agenda item(s) that you wish to refer to. This is a Public Meeting and your name and a summary of what you say may be recorded in the notes of this meeting but will not be published in SPC's minutes. Salford Parish Council will retain the information provided here in accordance with the Data Protection Act 2018 and in accordance with our policies and procedures.

It is not appropriate to claim to speak on behalf of another person without their express permission being submitted to the Parish Clerk in advance, by midday of the day of the meeting. All remarks by members of the public must be addressed to the Council as a whole through the Chair and not to an individual councillor. Comments made during public time may be briefly recorded in the minutes. Comments are not recorded verbatim.

In line with national guidelines, there can be no dialogue with you by councillors. This is to ensure that no "unlawful" decisions are made inadvertently and to ensure that Councillors retain an open mind before the agenda item is discussed later in the meeting. The lack of dialogue in public time should not be interpreted as a lack of interest or engagement by the Council. It is simply good practice. Councillors may ask questions for clarification. Once you have spoken, you are free to leave the meeting at any time (unless requested to leave due to a confidential matter to be discussed, see Standing Orders).

DURING THE MEETING APART FROM PUBLIC TIME - Salford Parish Council welcomes members of the public to observe the proceedings of the Council. You may stay for as long as you wish. Apart from being invited to speak during 'Public Time', members of the public should remain silent throughout the meeting. Offensive or improper behaviour (e.g. cheering, clapping, booing, cries of "hear-hear", comments, utterances, interruptions or distractions of any kind on proceedings) will be considered as disorderly conduct (Standing Orders section 2) as it could be considered that these actions or sounds are an attempt to influence the elected councillors' participation and decision making during a meeting. If, in the opinion of the Chair, there has been a breach of standing order(s), the Chair will express this opinion and then any councillor (including the Chair) may move that the person be asked to be silent or be excluded from the meeting, and the motion, if seconded, will be put to the vote straightaway and without discussion. If such a resolution is disobeyed, the Chair may take such further steps as may reasonably be necessary.