

## **Parish Council Meetings**

The Parish Council is comprised of nine members who represent the parish on various matters. The Parish Council is the third tier of local government after Norfolk County Council and Breckland Council.

We usually meet on the second Tuesday of every month except August. We discuss a variety of issues which affect the community.

Carbrooke Parish Council welcomes members of the public to all its meetings. You are welcome to let the Council know of anything in the parish which is of concern so that action can be considered on your behalf.

You can either contact the Parish Clerk with your concerns, or attend one of our meetings.

The Agenda for all Council meetings is posted on the parish website and the parish noticeboards at least 3 working days in advance of the meeting.

Occasionally, if business requires, the Parish Council will hold an additional meeting. Notice of this meeting, together with an Agenda, will be published at least 3 working days prior to the date of the meeting.

Meetings are usually held in the Village Hall, but we sometimes meet in the Community Cabin at Blenheim Grange and in the church. There are occasions when the stated venue has to be changed, so please always consult the Agenda for the meeting in advance.

The Agenda can be found on the website or the parish noticeboards. You can always obtain a copy from the Parish Clerk.

If you wish to raise a point for discussion on the Agenda, you are welcome to do so. Please submit full details to the Parish Clerk at least seven working days in advance of the next meeting.

If you wish to raise a point at a Council meeting, please bear in mind that the Council's discussion of the point may have to be delayed until a subsequent meeting, as the Council is unable to make a decision, binding in law, unless a specific item is included on the Agenda.

**All Council meetings start at 7pm unless otherwise stated on the Agenda.**

### **How to contact your Council**

Please contact the Clerk in the first instance:

Nick Hartley  
Oakleigh House,  
Shipdham Lane,  
Scarning,  
NR19 2LB.  
01362 687492  
[carbrookeparishclerk@gmail.com](mailto:carbrookeparishclerk@gmail.com)

## **A Brief Guide to Attending Parish Council Meetings**

The Parish Council hopes that this short guide will encourage you to attend and participate in our meetings. We hope it will also be helpful to those who are unfamiliar with procedures at Council meetings.

The Council appreciates that some people may find the prospect of attending a meeting for the first time a little intimidating. If you have any concerns at all about attending a meeting, please do contact the Clerk for help and guidance.

### **Q1. Why are meetings held ?**

Meetings of the Council are the principal means by which Council members discuss and agree matters over a wide range of issues affecting the community.

### **Q2. When are meetings held ?**

Meetings are held on the second Tuesday of every month except August. We meet in the Village Hall and sometimes in the Community Cabin, Blenheim Grange and Carbrooke Church. A timetable of meeting dates and venues can be found on the Council's website. Our meetings usually commence at 7pm.

### **Q3. Who can attend meetings ?**

Anyone, However, if the Parish Council needs to consider certain matters in private, such as employment or contracts, then councillors may vote to exclude the public and press for that particular item. If this is the case, you will be advised the reason for excluding the press and public from that part of the meeting. Generally, this item is at the end of the meeting.

### **Q4. At which meetings may I speak ?**

All our meetings give you an opportunity to speak. This is shown on the Agenda as Public Participation. If you have a matter that you wish to discuss or bring to the attention of the Council, this is your opportunity. Please note that once the Public Participation period closes, the public is no longer permitted to speak at the meeting.

### **Q5. How will I know when to speak ?**

The Chairman will adjourn the meeting and invite public comments.

### **Q6. Are there items I may not discuss ?**

Matters that are confidential or commercially sensitive may not be addressed in public.

**Q7. How do I know what is on the Agenda ?**

The Agenda is published on the Council's website and the noticeboards at least 3 working days in advance of the meeting. A copy will be available at the meeting.

**Q8. How do I arrange to speak ?**

It is preferred that you contact the Clerk prior to the meeting, or raise your hand when the Chairman invites the public to speak.

**Q9. What should I say ?**

The Council prefers that you identify yourself and state your concern briefly and clearly.

**Q10. For how long may I speak ?**

You will be allowed 3 minutes. At the discretion of the Chairman you may be allowed slightly longer, but only in exceptional circumstances.

**Q11. May I raise an issue that is not on the Agenda ?**

Yes, but please bear in mind that the Council's discussion of the point may have to be delayed until a subsequent meeting as the Council is unable to make a decision binding in law unless a specific item is included on the agenda.

**Q12. May I raise an issue for inclusion on the agenda ?**

Yes. Please submit full details to the Parish Clerk at least seven working days in advance of the date of the next Council meeting.

**Q13. Will the Council respond to my concerns ?**

Yes, on a case by case basis.

**Q14. Am I allowed to film, photograph or record Parish Council meetings ?**

The law permits you to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public. This does not extend to live verbal commentary. Filming and photography are only permitted in the area designated. No flash photography or additional lighting can be used without prior consent. If you wish to report on a meeting, please notify the Chairman or the Clerk so that you can be afforded reasonable facilities. Persons under the age of 18 are not to be filmed or photographed. All persons who do not wish to be filmed or

photographed must be afforded the opportunity to say so and will be seated in an area designated for this purpose.

We hope you find the meeting useful.

If you have any queries please contact the Parish Clerk.

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