**Badingham Parish Council**

**NOTES FOR MEMBERS OF PUBLIC AND PRESS ATTENDING PARISH COUNCIL MEETINGS.**

The Parish Council meeting is a meeting of the council at which business must be conducted accordingly. Any member of the public or press attending is politely requested to allow the business of the council meeting to be conducted without distraction to councillors.

In the event of calling out, distractive actions etc. this will become a point of order. Order will be called. If the distractions continue, the following point of order will be, to politely request that members of public or press creating the distraction be asked to vacate the premises.

There is a period of time given to members of the public during which they may put Questions/Statements that can only be in relation to Agenda items. They are put to the Parish Council through the Chair. Please indicate by a raised hand, you will be offered your chance to speak, which must be one at a time, duration of 3 minutes per person is given. This is not a time for debate with Parish Council members.

This Public Forum comes before the meeting of the Parish Council is opened for business. The questions/statements given by members of the public can then be considered when the item is debated by council members.

Thank you for your respectful attendance.

**For and on behalf of Badingham Parish Council - Mrs Sue Piggott, Clerk**