

**1. To which meetings does this apply?**

This applies to all meetings of the Council and its main committees.

**2. Who can speak at the meeting?**

Anyone who wishes to object or support a non-confidential item on the agenda may speak, but see 8 about situations when more than one person wants to speak.

**3. Are there items the public cannot discuss?**

Sometimes, there are a few items which are confidential including staff salaries and other personnel matters. When these items are discussed, the public and press will be asked to leave.

**4. How can I find out when an item will be considered?**

The agenda for all Council and Committee meetings together with accompanying reports (provided that they do not concern confidential matters) are available from the website [www.hempnallpc.org](http://www.hempnallpc.org), or the Clerk and are also displayed on the Parish Council notice board at least three days before the meeting. The dates of all meetings are available separately from the website [www.hempnallpc.org](http://www.hempnallpc.org), or the Clerk.

**5. Do I need to attend the meeting to make my comments known to the Councillors?**

If you write to us and we receive the letter before the meeting, we will report your views to the Council before any decision is taken.

**6. How do I arrange to speak or ask a question at the meeting?**

If you wish to ask a question or speak at a Council meeting, it is best to notify the Parish Clerk of this before the start of the meeting. Questions must address a specific item.

**7. When and for how long can I speak?**

A public question answer session is held at the start of all meetings, it is not possible to tell you when a particular item will be discussed as the time taken to reach decisions on reports varies. As a result, you should be prepared to attend the meeting for at least two hours, however often priority will be given to items raised by the public in attendance. You may speak for a maximum of three minutes on anyone item. After three minutes the Chairman may ask you to stop speaking. You will not be able to speak once the meeting has commenced, unless specifically invited to do so by the Chairman.

**8. What happens if more than one person wants to speak on an agenda item?**

You may find it useful to get together with other objectors or supporters to present your view or even choose a spokesperson. This will help to ensure that all your views can be heard in the time available. The Chairman will ask you to stop speaking if you exceed the time allowed.

**9. What can I say at the meeting?**

Please identify yourself with your name, where you live and the name of any organisation that you are representing. Try to be brief and to the point, limit what you say to the things which are relevant to the decisions Councillors will make.

**10. What issues are not relevant in reaching a decision?**

We want to hear your views about any issue which you think should be considered. Certain issues carry more weight than others. If you require assistance in preparing for a meeting, please contact the Parish Clerk (contact details overleaf) in advance of the meeting.

**11. Can I use visual display equipment to show photographs, maps, etc?**

Yes, but you will have to provide this, let the Parish Clerk know in advance and arrive in sufficient time prior to the start of the meeting in order to set it up. You may need to wait for the meeting to finish to remove the equipment.

**12. Will a decision be made at the meeting?**

Most agenda items will be decided upon at the meeting. Occasionally, councillors will require additional information and an item maybe deferred until the next meeting of the Council or the relevant Committee. If so, you will have another opportunity to speak when the item is reconsidered.

**13. Who do I contact for more information?**

You can contact the Parish Council at the address on the back of this leaflet. You can telephone, email or write. All correspondence should be addressed to the Parish Clerk.

Parish Councillors	
Geoffrey Moulton Chairman	01508 482467
David Hook Vice Chairman	01508 498187
Liz Allen	01508 499357
Debbie Ashford	01508 498242
Kevin Cunningham	01508 499502
Richard Delf	01508 499788
David Pointer	01508 498430
Mike Turner	01508 499423
Peter Workman	01508 499729
<p><b>The Clerk</b>            Ian Nelson            Clerk to Hempnall Parish Council            Karinya,            Bungay Road,            Hempnall,            Norwich.            NR15 2NG            Tel : 01508 498467            Email : <a href="mailto:theclerk@hempnallpc.org">theclerk@hempnallpc.org</a>            Website : <a href="http://www.hempnallpc.org">www.hempnallpc.org</a></p>	
<p><b>District Councillor</b>            Mr Michael Windridge            Day / Eve 01508 498577  <a href="mailto:mwindridge@s-norfolk.gov.uk">mwindridge@s-norfolk.gov.uk</a></p>	
<p><b>County Councillor</b>            Mrs Alison Thomas            Home 01508 530652  <a href="mailto:alison.thomas@norfolk.gov.uk">alison.thomas@norfolk.gov.uk</a></p>	

### Contacting Your Councillors

Parish Councillors are always available to hear your views or to answer questions on any subject relating to council business or finances.

Surgeries may be available if you would like to speak to one of your councillors for a private discussion. Meetings with you can be held for your own and the Councillor's mutual convenience either at the councillor's home or a suitable venue of your choice (i.e. your own home).

All Council Meetings are open to the public and if you would like to attend a meeting but have difficulties such as lack of transport, mobility issues etc please contact the Clerk who will try to resolve the problem.

All Council Meetings are open to the public and you are welcome to ask questions or raise a matter of concern at any meeting.

Parishioner's Question Time is always held at the start of each Council meeting and this is your opportunity to put forward your views.

Once the meeting has commenced members of the public are not allowed to speak unless specifically invited to do so by the Chairman.

Website : [www.hempnallpc.org](http://www.hempnallpc.org)

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## HEMPNALL PARISH COUNCIL

*Your opportunity to put forward  
views on matters affecting you*

*You have a right to speak at  
Council and Committee meetings.*

*This leaflet gives a general guide to public  
Involvement*



QUALITY  
PARISH  
COUNCIL