**A guide to Parish Council meetings**

Parish Council meetings are held at 7.45pm on the first Monday of each month, excluding Bank Holidays, in the Village Hall.

The Parish Council at their meetings discuss a variety of issues that affect the community. The agenda is published on the village website by the Wednesday preceding the meeting.

* All public meetings of the Parish Council give an opportunity for members of the public to speak. There is a public session, listed on the agenda, when the Chairman will invite the public for comments or questions.
* The public sessions last a maximum of 15 minutes. With individuals having a maximum of ​three minutes each.
* Comments may be made relating to business on the agenda for Councillors to consider when that item is debated.
* A question asked during a public session will not generate debate by the Councillors or an immediate response.  If the subject of the question does not relate to an item on the agenda, the Chairman may direct that a response to a question be referred to a Councillor or the Clerk for a written or oral response at a later date or that it be put on the agenda for a future meeting.
* If an item is not on the agenda then no decision can be made at that meeting.
* Matters that are confidential or commercially sensitive may not be addressed in public.
* Members of the public can contact the Clerk up to ten days prior to the meeting to request an item to be considered for the agenda for debate, and may provide written information to be considered.
* All members of the public are politely reminded that all mobile devices should be switched off or put on silent before a meeting commences.
* All members of the public are politely reminded they may not obstruct the transaction of business at a meeting or behave offensively or improperly.

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