



PUBLIC INVOLVEMENT IN PARISH COUNCIL MEETINGS

Forest Row Parish Council makes decisions that affect our whole community and wants to encourage everyone to contribute at its meetings.

We appreciate that as Council meetings work within a legal framework they may feel intimidating to some people. So we have prepared this brief guide to help you through the process.

Can I, as a member of the public, attend Council meetings? Yes - you have a right to. We welcome any interested party to attend full council; committee; and sub committee; meetings.

How can I find out when meetings are to be held and what is to be discussed? Agendas, with details of matters to be discussed are displayed on noticeboards around the village – and a list of dates of regular meetings is displayed at the Community Centre and on our website:

<http://www.forestrow.gov.uk/council/committees/meeting-dates-times.html>

How long do meetings last? They normally last around 2 hours and you can observe the whole meeting if you wish. Very occasionally, the public are asked to leave if a confidential matter is discussed. This can be items such as staff matters, legal proceedings, contracts etc. which it would be prejudicial to be discussed in public.

Am I only allowed to observe proceedings or can I speak? You may speak in the ten minutes allowed for public participation at the beginning of each meeting. The chairman may during the course of a meeting invite a comment or clarification from any member of the public who has expressed an interest or particular concern regarding an agenda item in advance.

How long may I speak for? Usually each person may speak for around 2 minutes. The chairman will guide proceedings.

What subjects may I raise? You may raise questions, or comment on anything that is on the meeting agenda and (if time allows) anything within the remit of the committee or council.

Will I get an immediate reply? Not always. If it is a simple matter, you may get an instant reply. Sometimes, the matter may need investigation or to be discussed by another committee. In this case, if you give your contact details to the Clerk we will respond in writing. Giving advance written notice to the Parish office will increase the chances of getting an answer at the meeting itself.

How can I get something onto the Agenda? If you submit your request to the Parish office giving two weeks' notice it will be considered for inclusion on the formal agenda. parishclerk@forestrow.gov.uk

Can I question individual Councillors? No. Council decisions are collective so no one Councillor has authority to speak on behalf of the Council. All questions and statements must be made through the chairman of the meeting.

Can I record or photograph proceedings? Not generally. If you wish to do so please ask the Clerk in advance as you will require our written consent to do so.

Are there any other rules I should know about? Only that meetings are conducted within a framework designed to ensure they run smoothly with decorum. All participants and attendees are expected to respect this throughout.

If you feel you need more information our Clerk's office can answer your queries as to protocol. Our Councillors also welcome direct contact and phone and email contact details are on our website:

<http://www.forestrow.gov.uk/council/council-members.html>
Tel: 01342 822661 Email: parishclerk@forestrow.gov.uk

WHAT EACH COMMITTEE MAY DISCUSS...

FINANCE & POLICY	PROPERTY & SERVICES	PLANNING
Finance/ Internal & External Audit	Forest Row Canal/Stonepark Drive	Planning Applications
Conditions of Hire and Hire Charges	Forester's Link	Forward Planning ®
Risk Management	Village Greens and Amenity Land (including trees)	Structure Plans
Insurance	Grounds maintenance/improvement works	TPOs
Health & Safety	Cemetery	YOUTH & COMMUNITY BUILDING
Emergency Planning	Street Lighting	Planning Permission
Standing Orders	Noticeboards	Workshops
Quality Status, Power of Well Being, Freedom of Information, Data Protection etc.	Litter Bins & Seats	Accounts & Expenditure
Wayleave	Bus Shelters	Business Plan
Partnership Working including the Community Liaison Group	Play areas & skatepark	Funding
Grants	Monthly Market & Boot Sale	
Staffing Matters	The Community Centre including Hambro Hall & The Venu	
Media, Website, Newsletters and Annual Reports	Jubilee Garden	
Events and Competitions	Cemetery Chapel	
Any other matter which may be delegated to it by the Council from time to time.	War Memorial	
	Car Parks – Community Centre and Weirwood	
	Community Transport	