1. **How do I attend a meeting?**
   - Parish Council meeting dates, times and venues are listed on our website and noticeboards.
   - Agendas and supporting paperwork are uploaded to our website approximately 1 week before the meeting.
   - You do not need to tell us you plan on attending, just arrive a few minutes early to find a seat and review any materials provided, such as the agenda.

2. **Public Forum Session**
   - The public forum session is a designated part of the meeting, where members of the public can address the council.
   - This session typically occurs before formal decision-making begins. You may raise questions, share concerns, or provide feedback on agenda items or local matters.

3. **Speaking at the Meeting**
   - Raise your hand when requesting to speak during the public forum and the Chair shall direct the order of speaking.
   - Keep your comments concise and relevant. Public participation is limited to 5 minutes per speaker and up to a maximum of 20 minutes in total.
   - Address your comments to the chairperson rather than individual councillors.
   - Be respectful and avoid using offensive or inflammatory language.

4. **Scope of Participation**
   - The council can only discuss issues that fall within its powers and responsibilities. Matters outside the council's remit will be noted but may be referred to the appropriate authority.
   - Councillors may listen to your concerns but typically do not respond directly during the session. The council may decide to follow up or add the issue to a future agenda.

5. **Observing the Meeting**
   - After the public forum, you are welcome to stay and observe the rest of the meeting.
   - During this time, the council conducts its business, and the public may not contribute unless invited to do so by the chair.

6. **Confidential Matters**
    - Occasionally, the council may need to discuss sensitive matters in a closed session, where the public and press are excluded. This is rare and only applies to topics like staffing, contracts, or legal matters.

7. **Accessibility and Inclusion**
    - Parish councils aim to make meetings accessible to all residents. If you have specific needs (e.g., wheelchair access or hearing support), please contact the Parish Clerk in advance to ensure appropriate arrangements can be made.

8. **Meeting Code of Conduct**
    - Councillors and members of the public are expected to behave respectfully during meetings. Disruptive or aggressive behaviour may result in removal from the meeting.