

Parish Councillors

Mr Laurie Apted	730923
Mr Geoff Cole	738964
Mr Ross Dye	734835
Mrs Pauline Flores-Moore	730092
Mrs Joy Hutchings	253897
Mr Grant McGill	07775 671119
Mr Derek Moore	733365
Mr Michael Neale**	733365
Ms Rachael O'Toole-Quinn	07717 811053
Mr Geoff Scoon	733966
Mrs Hayley Timson	07900 600997
Mrs Barbara Varley	730864
Mrs Claire Vickers	732094
Mr Graham Watkins*	738518
Mr Neil Whitear	07920 511422

Vacant

* Chairman ** Vice Chairman

Non Voting Members

Vacant

District Councillors

Dr John Chidlow	734536
Mr Billy Greening	07963 820622
Mrs Claire Vickers	732094

County Councillor

Mr Nigel Jupp	741542
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Clerk to the Council

Catherine Tobin	733202
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Southwater Parish Council

Southwater Parish Council
Beeson House,
Lintot Square
Southwater, West Sussex, RH13 9LA

Leaflet updated February 2018



Southwater
Parish Council

Public Involvement in Parish Council Meetings



Southwater Parish Council

Tel: 01403 733202

All meetings of the Council and its committees are open to the public to attend. An agenda item will be included for the public to speak.

This leaflet is intending to assist members of the public who wish to take up the opportunity.

In all cases, please make yourself known to the Clerk to the Council or other staff member on arrival prior to the commencement of the meeting, and advise on which items you wish to speak.

If you wish to raise a question on a specific topic and give us notice of not less than two weeks we may include it in the agenda. You can ask questions without notice but we may not be able to respond at the time.

The Chairman of the meeting, on the advice of the Clerk to the Council or other staff member, can reject questions on the basis of improper statement.

A question may be asked for items not on the agenda only if notice has been given by delivering it in writing or electronic mail to the Clerk no later than 12 noon on the day of the meeting.

Each speaker is limited to two minutes at the meeting and must provide their

name. An address is only required if a request for a written response is made.

The total time allocation to public participation is 15 minutes.

Electronic taping or recording of any meeting is requested to be notified to us as a courtesy.

The Chairman of the meeting has the discretion to respond immediately if it is deemed appropriate, or to refer the issues raised to an officer or a more appropriate Committee or arrange for a written reply. At a Committee Meeting, the question must be relevant to that committee.

Speakers can raise questions, make statements or express concerns within the allotted three minutes. The speaker also has the right to a supplementary question if an oral reply is given.

Speakers do not have the right to ask other speakers, officers or Councillors direct questions. Generally, Councillors do not ask questions of the speaker. However, there may occasionally be the need for clarification and therefore Councillors may ask questions through the Chairman at his/her discretion.

Speakers need to be aware that they are only entitled to speak when invited to do so by the Chairman. This is usually during the public participation section of the meeting, but Standing Orders may be suspended at other points in the meeting,

at the discretion of the Chairman, in order to allow the public to speak.

No person is entitled to speak at any other point in the meeting, or after Standing Orders have been reinstated.

If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed and suspend the meeting for such period to restore order.

The Council may resolve to request members of the public and press leave the meeting room in order for confidential items to be discussed.

Confidential items relate to any contractual matters such as tenders or personal matters in relation to specific members of staff, or other matters which the Council deem to be confidential in accordance with statute.

	Southwater Parish Council
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