

# Little Missenden Parish Council

## Council & Planning Committee Meetings

### Guidelines for Public Attendance at Meetings

Members of the Public and Press are cordially welcome to attend Council & Planning Committee meetings subject to the following Guidelines:-

- The meeting will be opened by the Chairman under the Agenda item 'Public Discussion' and a fifteen minute period shall be permitted for this Item.
- Any member of the Public or Press attending the meeting will be requested to identify themselves and state the purpose for their attendance.
- Should the purpose be to address the Council a **two minute** period of time for each address will be allowed; this may be varied at the discretion of the Chairman.
- At the conclusion of the period allowed for 'Public Discussion' the Chairman shall formally open the Meeting and members of the public or the press will be permitted to remain at the meeting as observers.
- Members of the Public maybe excluded from the Meeting by resolution when confidential business is being considered, or there are special reasons, **and** publicity would be prejudicial to the public interest.

*R Osborne*

Clerk to the Council