

You are entitled to share your views with your Parish Council so that we can represent you well.

You are welcome to let your Council know if anything in the village is of concern so that action can be considered on your behalf.

This leaflet gives you advice on taking the opportunity to speak at Parish Council meetings.

Q1 At which meetings may I speak?

All public meetings of the Council will give an opportunity for members of the public to speak.

Q2 How will I know when to speak?

The Chairman will adjourn the meeting and invite public comments.

Q3 Are there items I may not discuss?

Matters that are confidential or commercially sensitive may not be addressed in public.

Q4 How do I know what is on the agenda?

The agenda is published on the website (see address on contacts page) and the Council's notice board.

A copy will be available at the meeting.

Q5 How do I arrange to speak?

It is preferred that you contact the Clerk prior to the meeting, or raise your hand when the Chairman invites the public to speak.

Q6 What should I say?

The Council prefers you to identify yourself and to state your concern briefly and clearly.

Q7 For how long may I speak?

You will be allowed 3 minutes. At the discretion of the Chairman you may be allowed slightly longer but only in exceptional circumstances.

Q8 May several people present a comment together?

Yes.

Q9 May I raise an issue that is not on the agenda?

Yes but if an item is not on the agenda no decision can be made at that meeting. The Council may not be able to respond to your question immediately, perhaps some additional research is required, so please leave us with your contact details.

Q10 Can I provide written information?

Yes, material of this sort must be given to the Clerk well before the meeting for circulation.

Q11 Will the Council respond to my concerns?

Yes, on a case by case basis.

Q12 When will a decision be made?

There is no given timescale for decisions but please feel free to contact the Clerk some time after the meeting if you wish to have an update.

Q13 Am I allowed to film, photograph or record parish council meetings?

Yes. The law changed in August 2014 and you are now permitted to do so. It is preferred that you inform the Clerk prior to the start of the meeting.

The Parish Council is made up of 7 elected unpaid members who all live in Wereham and represent the village on various matters. It is the third tier of local government, the other two being the Borough Council of King's Lynn and West Norfolk and Norfolk County Council.

We discuss the variety of issues which affect the community. The public is very welcome to attend and we encourage comments to be made during the open session, part of every meeting.

We are responsible for

- The upkeep of the village grounds.
- Management of the Cemetery.
- Management and maintenance of the Play Area and Playing Field.
- St Margarets Church Clock.
- Street lighting maintenance.
- Tree maintenance.
- Liaising with highways to flag up safety issues.
- Dog fouling bins.
- Public Open Space – St Margaret's Churchyard

The Council makes comments on all **planning applications** and

although the Borough Council and County Council make the final decision they take the Parish Council's views into account.

The Council regularly discusses local issues such as local roads.

Sometimes the Council invites topical speakers to meetings.

The Council works with other principal authorities and can report issues such as flooding, planning concerns, overgrown trees, footpaths, drainage, roads and street signage to the relevant authority on your behalf.

How to contact your Council

Contact the Clerk in the first instance:

Helen Richardson
Parish Clerk & RFO
werehampc@gmail.com
0779 5006811

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Wereham Parish Council

A general guide