

## **Information to provide at each meeting**

Welcome to members of the public. If I could draw your attention to the noticeboard which details the following:

- General Data Protection Regulations;
- Parish Council Consent Forms;
- Procedures for public recording of these meetings;
- How to access parish council documents,
- Details of when the council tax precept is set each year and how the public can get involved.

On the table are the minutes of the previous meeting, financial summaries and a folder of Parish Council policies. Please do not remove these documents from the room. You can request electronic copies.

If you wish to speak during 'public open forum' please raise your hand and, once I acknowledge you, give your name and address, wait to be acknowledged again and then proceed with your statement or question. Those members of the public not from the parish may only speak at the discretion of the Chair. The Register of Electors may be checked to ascertain residency. Full procedures governing Public Open Forum are available on the parish council website. Please note standing orders for procedures on filming or recording this meeting.

Your name may be recorded in the minutes of this meeting unless you ask otherwise. Thank you. Dated January 2020. Updated May 2021.

### **Covid19 emergency notice.** Dated March 2020. Updated May 2021

Until further notice, due to legal requirements and for sensible containment of Coronavirus, all business at publicly open parish council meetings is conducted with social distancing and limited attendance numbers in place. All documents and notices detailed above are available on the parish council website in advance of the meeting. Those present at the meeting are assumed to have read, understood and consented to all requirements therein.