

**LEEDS PARISH COUNCIL**  
**Public Participation Policy**

Leeds Parish Council wishes to encourage the public to attend its meetings.

**Availability of agendas, minutes of meetings, etc.**

Agendas are posted on the Parish Council's noticeboards. Agendas and Minutes are available from the Council's website and copies of documents are available from the Parish Clerk in accordance with the Council's Freedom of Information Policy (see below for contact details).

**Public attendance at meetings**

As a general rule, all Parish Council meetings are open to the press and members of the public. However, from time to time, confidential items may be discussed in which case the press and members of the public are excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**Written submissions**

Members of the public may submit comments on any agenda item in writing (including by e-mail). Members of the public may also submit a written request for the Parish Council to consider any matter within its remit. Valid requests will be put on the agenda for the next appropriate meeting. The chairman of a meeting may read out all or part of a written submission or summarise a submission or group of submissions making a similar point. Where allowed by the Freedom of Information Act 2000, requests for confidentiality will be respected. Written submissions should be sent to the Parish Clerk.

**Public speaking**

Although there is no automatic right for members of the public to speak at Council meetings, the Parish Council does allow a slot during the meeting for members to address Parish Councillors. Where more than one person makes a request to speak, the chairman may ask those wishing to make a similar point to appoint a spokesman. Persons invited to speak are required to give their name and address and state their interest in the matter for discussion. The chairman of the meeting may curtail any speech (for example, if inappropriate language is used).

**Contact details for the Parish Clerk**

General enquiries or verbal requests to speak at a meeting may be made to the Parish Clerk on 01634 867173.

Written submissions should be sent to:  
Leeds Parish Council  
4 Birkhall Close  
Chatham  
Kent  
ME5 7QD

Or by e-mail to [Leedspc@sherriebabington.co.uk](mailto:Leedspc@sherriebabington.co.uk)