

Guidance on Parish Council Meetings

These notes are provided to assist members of the public who might wish to attend a meeting of Streatley Parish Council. All meetings commence at 7.45 pm and are held on the second Monday of each month (except August)

The Agenda is published at least three clear days before each meeting, i.e. by the Wednesday preceding the meeting.

The Agenda is displayed on the Parish Council noticeboard in Streatley High Street (outside Streatley Meadows) and also on the Parish Council website (www.streatley.org).

Members of the public (from both within and outside the Parish of Streatley) are entitled to attend part or all of any Parish Council meeting.

Members of the public may address the Parish Council at the Open Forum which commences after Preliminaries and Apologies for Absence, and lasts for a maximum of 30 minutes (see separate guidance notes for further details about the Open Forum).

The Parish Council is not permitted to discuss any subject which is not on the agenda, although it can decide to add a subject to the agenda of a subsequent meeting if it is felt appropriate to do so.

Under the terms of its Standing Orders, the Parish Council is not permitted to review or amend any decision taken at a meeting until at least six months have elapsed.

Draft minutes of Parish Council meetings are published on the website shortly after each meeting.

Final minutes of Parish Council meetings are published on the website once they have been agreed and signed by the Chairman at the subsequent meeting.