

FINNINGLEY PARISH COUNCIL

PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS DURING LOCKDOWN

Our meetings will be held as normal on the 3rd Tuesday of each month at 7 pm. The difference is that during lockdown they will be by videoconference and not, as per usual, in the Village Hall.

During lockdown we have provided two ways in which the public can raise any questions or concerns at the meeting:

1. By email via the Parish Councils' website.
2. In person at the meeting.

By email via the Parish Council's website.

- Go to the website www.finningleyparishcouncil.org
- Click on "Contact Us".
- Select Clerk in the dropdown menu.
- Enter your details and question / concern.
- The Clerk will raise it on your behalf at the meeting.

Following the meeting the Clerk will get back to you with a response. If appropriate the question / concern and response will be recorded in the minutes of the meeting.

In person at the meeting.

- This has to be by invitation.
- To get your invitation
 - Before 10am on Monday 18th May email the Clerk at finningleypc@yahoo.com indicating that you would like to join the meeting (7pm on Tuesday 19th May).
 - Provide your name.
 - Confirm that you have the necessary facilities to join a videoconference (PC, Laptop, Tablet or Mobile Phone with speakers, microphone and preferably but not essential, a webcam).
- You will be sent your invitation by email with instructions on how to join the meeting.
- Please sign in between 6.50 and 6.55pm so that we can verify that you are in attendance.

The first 15 minutes of the meeting will be open for public participation after which you can sign off at any point or stay for the whole meeting. At the end of the public participation session, members of the public will be not be able to contribute further to the discussions.

Julie Leighton-Eshelby

Clerk to the Council.

4th May 2020