

**Alphamstone & Lamarsh Parish Council**  
**Summary of procedure to contact the council**

**Informally.**

Generally if any member of the public comes to me with any matter which is a matter for the Council, I will put it on the draft agenda which is circulated to all members of the council well before the publication of the formal Agenda.

**To formally request that an item should be placed on the Agenda,**

You can write to /email a Councillor, but please copy me in on any communication. The clerk has to prepare the papers for the council meeting and also publish the Agenda.

Please remember to keep any communication factual, as all correspondence with the council is open to public scrutiny.

If an item requires a formal resolution then the resolution must also be published on the agenda. This ensures that any other member of the public may come to the meeting and speak on the matter.

**To speak at the meeting.**

If anybody wants to speak at the meeting then officially you must brief me before the meeting so that I can inform the chair of the meeting and also take advice as necessary.

At the meeting  
Please tell me that you are present and want to speak.

Angus Goody.  
Clerk to the Council

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