

# Public Participation at Meetings Policy

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## Document History

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## **1. Introduction**

1.1 At each ordinary meeting of the Council and its Committees there will be provision for members of the public to address the meeting.

1.2 The following procedures will be followed:

## **2. Full Town Council Meetings**

2.1 Prior to the commencement of the meeting there will be a public forum for a maximum period of 15 minutes when members of the public may ask questions or make short statements. Any individual must limit their questions/statements to a maximum of 3 minutes.

2.2 All questions must be addressed through the Chair. Individual Councillors will not respond to questions at this time, however at the discretion of the Chair the Town Clerk may be allowed to address / respond.

2.3 The format for the public forum and the length of individual representations may be extended at the discretion of the Chair.

2.4 Following which a maximum of 10 minutes (total) will be set aside for reports of the Police, County and District Councils.

## **3. Standard Committees (Finance, Property & Services or Planning)**

3.1 At the commencement of each Committee meeting the Chair will ask if any member of the public present wishes to speak on any item set out in the agenda for that meeting.

3.2 Where a member of the public indicates their desire to speak, they will be heard prior to consideration by the Committee of the particular item. At that point the Chair will adjourn the formal meeting to allow a maximum of two individuals to address the Committee for a maximum of 3 minutes each on each agenda item.

3.3 Where more than two people wish to speak the individuals will be required to agree who will represent their views, provided that where there are differing views one will be allowed to speak in favour of an issue and one against.

3.4 In the case of the Planning Committee only one person will be allowed to speak in support of an planning application and only one against, each for a maximum of 3 minutes.

3.5 After hearing any representations, the Chair will convene the formal meeting. Councillors will not question nor enter into discussion or debate with any member of the public during the meeting.