



PUBLIC PARTICIPATION INFORMATION – COUNCIL / COMMITTEE MEETINGS

Meetings of the Council and its Committees and Sub-Committees are normally open to the public unless their presence is prejudicial to the public interest because of the confidential nature of the business or for some other special reason. Notices are placed in the press and on local notice boards informing the public of the dates and times. Agendas and reports are made available on the Friday afternoon preceding the meeting, these are available from the Council Website or at the Council Offices. Agendas are displayed on Council notice boards. Meeting dates are also published in the Council's newsletters.

The public entrance to the council chamber will be open 30 minutes prior to the time of the meeting and is located at the front of the building.

Members of the public are permitted to make representations, ask questions and give evidence in regard to any item of business included in the agenda of the Council and its Committees. This takes place at the public questions item on the agenda only.

Written Questions

With the exception of the Annual and Extraordinary Council Meetings members of the public can submit a **written question** for the Council agenda as long as it is submitted 7 clear days before the Council meeting date. Questions should relate either to the powers and duties of the Council, or affect the Parish in some way. These will be entered on to a register which will be open to the public for inspection.

A period of 20 minutes has been allocated at each Council or Committee meeting for this purpose. Each person may speak once for 3 minutes only in respect of business itemised on the agenda.

Written questions submitted to the Council meeting may be debated by members, however, no decision will be made solely on the comments and representations made under a public participation session. A matter raised that falls under the remit of a particular committee may be deferred to the next meeting of the relevant committee.

Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council, its Committees and specified Sub-Committees where the issue it concerns has been the subject of a decision of the Council in the last six months.

Verbal Questions

A verbal question or statement concerning an item on the agenda asked by a member of the public during a public questions session at a meeting will normally be taken into account during the subsequent discussion of that agenda item. However, the Chairman may also direct that a response to a question posed by a member of the public be referred to a Councillor for an immediate oral response or to an employee for a written or oral response. If you wish to ask a question or give a statement, please contact a member of staff or advise the Chairman of the meeting.

(If you require any further information on Public Participation / Questions would you please contact the Town Council on 01325 300700.)

P.T.O for Filming, Recording Information.