

Public Participation protocol

Members of the public are permitted to attend and/or speak at all our Council/Committee meetings except when an agenda item is excluded from the public and press. When an agenda item is excluded from the public and press the agenda will clearly state “Exclusion of Public and Press” and indicate what powers the exclusion is under.

Should you have any queries about attending or speaking at any of our meetings please contact the Town Clerk for clarification.

The procedure/protocol for speaking at our meetings is as set out below:

Procedure/Protocol

The Mayor/Chairman will invite members of the public to address the meeting in relation to the business to be carried out at the meeting.

15 minutes will be allocated for public participation (this can be extended at the Mayor's/Chairman's discretion). Each person addressing the Council/Committee will be allocated a maximum of two minutes.

If a Member of the Council has a prejudicial interest in any business to be carried out at the meeting, the Mayor/Chairman will permit them to (a) make representations, (b) answer questions or (c) give evidence in relation to that business within the public participation session. Such Members will also have two minutes to make representations and/or give evidence.