



PUBLIC PARTICIPATION POLICY

Approved by members on:.....13th May 2015

Due for review.....May 2016



Public Participation Policy

Public participation is welcomed at all Council, Committee and Sub-Committee meetings.

Set out below is guidance, reflecting the Council's Standing Orders, surrounding participation by members of the public at meetings:

- Public participation will be included in all Council agendas; it is at this time in the meeting where members of the public may speak.
- Members of the public will be given a maximum of five minutes each to speak. Public participation shall take no longer than 30 minutes in total.
- Only one person is permitted to speak at any time. You should raise your hand when wishing to speak; the Chairman will decide the order in which members of the public speak. When speaking you should stand (unless you have a disability or are likely to suffer discomfort from doing so).
- Any comments made or questions asked should be directed at the Chairman.
- Every effort will be made to give a response; this may however be in writing and would be done as soon as practically possible after a meeting.
- Where it is necessary to exclude the press and public from a meeting this shall be done by resolution with a reason for the exclusion given.

Please note that audio and video recording of Council meetings is welcomed providing that the Council's guidelines are observed.

Ultimately, the Chairman controls and has order over the meeting.