

PUBLIC PARTICIPATION AT A TOWN COUNCIL MEETING

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend, on relevant matters on the agenda.

The period of time designated for public participation at a meeting shall not exceed 10 minutes unless directed by the Chairman of the meeting.

A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

A person who speaks at a meeting shall direct their comments to the Chairman of the meeting.

Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.

The public are welcome to stay and observe the rest of the meeting.

Applications to speak must be received by the Town Clerk no later than 5pm on the last working day preceding the meeting.