



## Public Participation Policy

### 1. Background

- 1.1 Meetings of the full Council and its Committees are not public meetings, but rather business meetings of the Council held in public, with the purpose of the meeting being to transact Council business.
- 1.2 However, the Council is keen to give the public the opportunity to comment on any item on the agenda and have their views heard. A Public Participation session is therefore included on all Full Council meeting agendas.
- 1.3 There is not usually a public participation agenda item at Committee meetings. However, the public can attend and observe, and may be permitted to address the meeting, at the discretion of the Chairman.

### 2. Recording the meeting

- 2.1 Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.
- 2.2 The Community Council is not liable for the actions of any person making a recording at or of a Council meeting which identifies a member of the public or for any publication of that recording.
- 2.3 The printed and signed minutes of a Community Council meeting remain the statutory and legally binding formal record of Community Council decisions.

### 3. How to attend Council Meetings

- 3.1 The agenda for all full council and committee meetings will be published on the Council's website three clear days before the meeting. The agenda will include details of the venue for the meeting.
- 3.2 If a member of the public wishes to attend in person, they may do so without notice.
- 3.3 If a member of the public wishes to attend remotely, they should write to the Clerk requesting a link to the meeting. All requests received by 4 pm on the day before the meeting will be fulfilled, with best efforts made for requests received later.

### 4. Addressing the Meeting

- 4.1 Members of the Public will only be able to speak during the agenda item "Public Participation".
- 4.2 Where a number of people wish to make similar representations they may be requested to select one person from amongst their number to speak for them all.
- 4.3 Where different people wish to speak on each side of an issue then each side may appoint one member to represent their views.
- 4.4 No member of the public can speak for more than three minutes and that the public participation session lasts for no longer than twenty minutes.
- 4.5 To take part in Public Participation, the member of the public must be present – either in person or via remote attendance.
- 4.6 Questions should be submitted to The Clerk 3 days prior to the meeting.
- 4.7 The Chair may take questions from members of the public without prior submission at their discretion.

### 5. Other Matters

- 5.1 A record of the public participation session at a meeting shall be included in the minutes of that meeting. Only minimal detail will normally be included.
- 5.2 Questions should be forwarded to the Clerk one week prior to the meeting. The Chair may direct the Clerk to reply in writing after the meeting.
- 5.3 A question or statement does not require a response at the meeting and nor will it start a debate.
- 5.4 The Chair may direct that an oral or written response may be given to any questions.
- 5.5 Where it is necessary to exclude the press and public from the meeting, this will be done by resolution with the reason for the exclusion given.
- 5.6 Anyone behaving inappropriately or acting disrespectfully towards others may be excluded from the meeting in accordance with standing orders.
- 5.7 Ultimately, the Chair controls and orders the meeting in accordance with Council standing orders and policy.
- 5.8 Those who are not able to attend may write to the Clerk, who may include their letter or e-mail under correspondence on the next available agenda.

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