

# **PUBLIC PARTICIPATION TOWN COUNCIL & COMMITTEE MEETINGS**

Meetings are open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for other special reasons, whereupon they may be instructed to temporarily withdraw from the meeting.

**Speakers are required to arrive ten minutes before the start of the meeting and to indicate their wish to speak to the Town Clerk. The order of speaking shall be in the order in which the requests to speak are received.**

**The period of time designated for public participation shall not exceed 15 minutes.**

**Each member of the public is entitled to speak once only in respect of business itemised on the agenda, and shall not speak for more than 3 minutes.**

**No more than three speakers will be allowed to speak on any one subject and groups of speakers for or against an issue will be encouraged to appoint a spokesperson.**

Questions/comments should relate to matters over which the Council has powers or duties or which affect the town, and should be relevant to the responsibilities of the Committee at which asked. No debate is permitted.

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

Any person speaking at a meeting shall address his comments to the Chairman.

**If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber.**