



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

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

### **WHICH MEETINGS ARE OPEN TO THE PUBLIC?**

- ✓ Every meeting of the Full Council is open to the press and public.
- ✓ Council Committees.

### **PUBLIC SPEAKING**

The Council provides opportunity for members of the public to make statements or ask questions.

Public Participation at meetings is called "Have your Say" and appears at the beginning of the meeting.

### **PROTOCOL**

- Prior to the meeting please write to the Town Clerk informing the Council that you wish to speak.
- You will be allowed to speak at the discretion of the Chairman.
- Your name will not be recorded in the minutes of the meeting.
- More than one question may be asked by an individual questioner subject to the time limit of 3 minutes.
- Where a number of questions or statements are received expressing a similar view on one agenda item it is expected that a representative will be nominated to voice those views to minimise repetition.

Public Partici./VT/V1/Penrith Town Council

Copyright © 2018

This policy has been prepared by Penrith Town Council. This policy may not be reproduced or copied nor disclosed to third parties without the prior written consent of Penrith Town Council.

## **WHAT ARE THE RULES FOR SPEAKING?**

- The Chairman will invite you to stand/sit in location where you can be clearly heard.
- You can speak for a maximum of 3 minutes per meeting.
- Supplementary questions will be allowed for a maximum of 2 minutes.
- The Council may respond to you at the meeting or may write to you.

## **BEHAVIOUR**

- You must not interrupt speakers or speak during the member's debate.
- You must not hold conversations with other members of the public during meetings.
- Members of the public who become disruptive during the meeting will be asked by the Chairman to leave.