

PROTOCOL FOR PUBLIC PARTICIPATION IN LLANFRYNACH COMMUNITY COUNCIL MEETINGS

This Protocol applies to:

Participation in the Public Forum by members of the public

The overall way in which the Council conducts its meetings is covered by its Standing Orders that are published on its website. This Protocol is additional to the Council's Standing Order 1(d) and provides specific details on Public Participation as guidance for members of the public wishing to take part.

This council meets and makes its decisions in public and is committed to community engagement and therefore warmly invites members of the public, the press, the police and county councillors to attend meetings and contribute within the public forum. A council meeting is not a public meeting, it is a meeting held in public and there is no requirement in law to provide a public forum but this council welcomes the opportunity to offer this facility.

Please respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If the business is disrupted in any way the person/s causing the disruption may be asked to leave.

Public participation will be for a maximum period of 15 minutes. The agenda will indicate when the public participation will take place. This will be early on in the agenda so that councillors may take into account any views expressed when reaching their decisions.

On receiving a request for public participation the Clerk will inform the chairman of the Agenda issue involved. The chairman may then request the council to vote to bring the agenda item forward, so that the councillors may take into account any views expressed when reaching their decisions. This should be done during "Matters Arising" and prior to "Declarations of Interest" items of the agenda.

Public participation is only permitted regarding items already on the agenda and the matter may be addressed immediately or carried forward without discussion. A maximum of three minutes is permitted for a member of the public to speak and only one person may speak on any agenda item. Two people may speak if opposing views are being expressed i.e. one for and one against a particular matter.

Supplementary comment or question is solely at the discretion of the chairman. No question may be repeated within a 6 month period. Guidance notes:- Make the most of your three minutes by preparing notes carefully. If several people want to speak on the same item try to get together in advance to pool your thoughts and choose the best person to speak for you all. A draft copy of the meeting minutes for the agenda item under discussion will be made available to public participants for comment prior to publication.

The Council reserves the right to invite a member of the public or an appropriate consultative body to address a council meeting for the purpose of providing advice or information on any relevant issue. Any such invite must be posted in the meeting agenda.