



### **Guidance Notes: Attending Council, Committee or Sub-Committee meetings**

The following guidance notes are intended to give information to **members of the public** attending open meetings of the Town Council and have been extracted from the Standing Orders which govern the Council. The full Standing Orders can be viewed on our website: [www.leightonlinslade-tc.gov.uk](http://www.leightonlinslade-tc.gov.uk)

- Only elected or invited members of the Council, Committee or Sub-Committee may sit at the table. Members of the public may sit at the back or side of the Council Chamber to listen to the meeting.
- Members of the public may **only** speak during the part of the agenda specifically set aside for this (usually **Item 4** on an agenda). Members of the public may ask questions, make representations or give evidence in respect of **any item of business on the agenda**. The Chair of the meeting will introduce the public session and invite members of the public to speak.
- Any items **not specifically listed on the agenda** may **not** be discussed at the meeting. In this instance, it may be more appropriate to write directly to the Town Clerk.
- Each person may speak for a maximum of **3 minutes**.
- The total time allotted to public speaking must not exceed **15 minutes**.
- Any person speaking at a meeting shall address his comments to the **Chair**.
- Only **one person** is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an officer for a written or an oral response.
- There can be **no further speaking** by members of the public after the specific agenda item for Public Speaking has ended. The only exception to this is during Planning Committee meetings.
- At a Planning Committee meeting, questions or statements may be put by members of the public on individual planning applications **during the discussion on such applications** (subject to the rules detailed above).
- Meetings shall not exceed a period of 2.5 hours.

## **GENERAL INFORMATION**

- Fire exits at front door and rear door to building – fire assembly point is in the car park
- Gentlemen's toilets are on the first floor
- Ladies' toilets are on the ground floor (through door to left of Reception desk)
- Draft minutes of all open meetings are published on the Town Council website, usually within two-three weeks of the meeting taking place.