

Members of the public are welcome to attend meetings of the Council and many of its committees and sub-committees both as observers and to make representations to the Council. Representations may take a number of forms, the processes for which are:

### PROPOSALS RELATING TO THE WORK OF THE COUNCIL

Opportunity is offered at each ordinary Council meeting for residents to address the Council to make proposals regarding the Council's service policies, or to ask for the Council's support, in areas that are within its remit to act upon. Ordinary Council meetings normally occur monthly, except for January and May.

Residents who wish to contribute need to contact the Town Clerk (details below) to agree their agenda item at least ten working days before the meeting, to allow time for the item to be included within the agenda. Once presented at the meeting, an appropriate Member of the Council may respond immediately to points raised, or a written response may follow, perhaps after further consideration by one of the Council's committees or sub-committees. In any event, the item would not be debated on the day of the meeting.

A single presentation of up to ten minutes can be considered at each meeting. Where more than one resident wishes to speak, priority will normally be given on a "first come, first served" basis. The Council wishes to ensure coverage of the widest number of topics and to offer opportunities to the widest range of speakers so may need to vary this priority basis accordingly. In addition, presentations will not normally be accepted from either a single individual or on the same topic more than once within a six-month period.

Written submissions are not accepted by the Council. Residents wishing to make their views known are asked to attend the meeting and present them verbally.

### COMMENTS ON ITEMS ALREADY INCLUDED WITHIN AN AGENDA

Opportunity is offered at most ordinary meetings of the General Purposes Committee and its sub-committees and the Planning Committee for residents to raise issues directly related to items on the agenda.

Any resident wishing to speak at a meeting would need to inform the Clerk of the item they wished to speak on and the issues they wish to raise within the period between the publishing of an agenda and two working days before the meeting.

Up to two speakers can be accommodated at each meeting, each of which would be allowed up to five minutes to speak.

If more than two people indicate their wish to speak, priority will normally be given on a "first come, first served" basis, but the Council may need to vary this to ensure coverage of the widest number of topics and to offer opportunities to the widest range of speakers in the same way as for presentations to the Council above.

No response will be made or debate entered into at the time the public representation is made, as this opportunity will be available when the item is considered later on the agenda. Members of the public will not, however, be able to speak again when items are under formal consideration.

Only agenda items that are open to the public are available for public comment through this process.

Written submissions are not accepted. Residents wishing to make their views known are asked to attend the meeting and present them verbally.

### PRESENTATION OF PETITIONS TO THE COUNCIL

Petitions which relate to issues within the Council's remit, and which contain the signatures, names and addresses of at least 100 residents from the Town Council area, may be formally presented by the organiser to the Town Mayor at any ordinary Council meeting.

An organiser wishing to present a petition would need to inform the Town Clerk (details below) at least ten working days before the meeting to allow time for the item to be included within the agenda.

The presenter of the petition will be permitted to speak for up to three minutes. No debate or discussion will take place at the time the petition is presented. The Mayor will accept it on behalf of the Council and pass it to the next available meeting of the appropriate committee or sub-committee for consideration.

If the petition organiser is unavailable, or does not wish to present their petition personally, it should be passed to the Town Clerk in advance of the meeting, who will present the petition to the Mayor on behalf of the organiser.

Where the petition organiser is a Member of the Council, they will have the same rights as the public to present the petition and speak for three minutes, unless the subject of the petition is one in which they have a pecuniary interest. In that case the petition should be passed to the Town Clerk, who will present it to the Mayor on their behalf.

If a petition has less than 100 residents' signatures, the organiser should contact an elected member of the Council to ask them if they would be prepared to raise the issue on their behalf as part of the Council's normal procedures. In this case, the Councillor would need to give ten working days' notice, and although the petition can be referred to, it would not be formally presented to the Town Mayor.

### ELECTIONS

Please note that this scheme will be suspended for a short period prior to national and local elections.

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