

CYNGOR CYMUNED LLANSTEFFAN A LLANYBRI LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL

PUBLIC PARTICIPATION ADVISORY NOTE

Council and Committee meetings shall be open to the public, unless their presence is prejudicial to the public interest due to the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall specify reasons. The following advice is derived from Council Standing Orders and good practice.

- Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- A person shall raise his hand when requesting to speak & stand when speaking, unless prevented to do so by health conditions.
- If more than one person wants to speak, the chairman of the meeting shall direct the order of public speaking which shall not exceed 30 minutes in total.
- Only one person is permitted to speak at a time.
- A member of the public shall speak for no more than 3 minutes on any one item and only once on any one item.
- A question shall not require a response at the meeting nor start a debate on the question - the chairman may direct that a written or oral response be given.
- Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.

