

PUBLIC PARTICIPATION GUIDANCE FOR COMMUNITY COUNCIL MEETINGS

Members of the public are welcome to submit comments or questions about items listed on the meeting agenda.

HOW TO SUBMIT A QUESTION OR STATEMENT

Written statements or questions must be sent to the Clerk by **12 noon on the day before the meeting**.

Submissions should be no longer than the equivalent of a three-minute statement when read out.

AT THE MEETING

The Clerk will say who has made the submission and read the statement or question at the Public Participation Item on the agenda.

Where possible, the Council will provide a response during the meeting.

If further time is needed to prepare a response, it will be provided within 7 working days.

IMPORTANT INFORMATION

Members of the public may not take part in the debate on agenda items.

The total time for the public participation submissions is limited to 15 minutes, unless the Chair decides otherwise.

Each submission is limited to three minutes.

Questions do not have to be answered at the meeting and will not start a debate.

Standing Order Paragraph 3, Sub-Paragraphs d – g.