



# ROYSTON TOWN COUNCIL



**Town Clerk:** Miss Caroline Mills PSLCC

## Protocols for Public Participation in Council Meetings

**This protocol applies to:**

### **1) Public Participation:**

This council meeting is not a public meeting, it is a meeting conducted in public, and there is no requirement in law to provide a public forum. As the council meets and makes its decisions in public and is committed to community engagement, we warmly invite members of the public, the press, the police and other organisations to attend our meetings and contribute **within the public forum**.

Please respect the fact that this is a meeting to conduct council business and interjections during council business are not permitted. If you disrupt business in any way you may be asked to leave. If you feel for any reason that you do not wish to take part in the public forum or if your problem is complex, you might wish to provide information to the council prior to the meeting in plenty of time before the meeting (at least 5 clear days if possible) using the contact details below.

- The agenda will indicate when the public participation will take place. This will be the first item on the agenda in order that councillors can take account of any views expressed when reaching their decisions.
- Questions and comments should address only business on the agenda. Otherwise, the matter will be carried forward, without discussion, to the next meeting.
- A maximum of 3 minutes is allowed for each person to speak at each meeting within a maximum period of 15 minutes.
- Only one question on a topic to be received from each person but supplementary questions will be at the Chairman/ Mayor's discretion
- No question shall be repeated within a 6 month period.

### **2) Reports in the public forum**

We will also provide an opportunity for district/county councillors, the police and outside organisations to provide reports to the meetings and an opportunity for Councillors to ask questions will be given.

Contact details:  
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Town Clerk  
Royston Town Council  
01763 245484