

ACTON COMMUNITY COUNCIL
PROTOCOL FOR PUBLIC PARTICIPATION IN MEETINGS
BY ADDRESS TO COUNCIL

This protocol applies to participation in the public forum by members of the public who wish to address council on any item on the agenda for that meeting.

This protocol was adopted by the Council on 19 March 2019 to enable the Council to conduct its business whilst ensuring that there is an opportunity to engage with the electorate and for them to duly bring matters to the Council's attention. Please note that Council meetings are not the only opportunity for you to engage with your Council. Please contact the Council by emailing clerk@actoncommunitycouncil.gov.uk.

This Council meets and makes its decisions in public and is committed to community engagement and therefore warmly invites members of the public, the press, the police and county councillors to attend meetings and contribute within the public forum. **A council meeting is not a public meeting**, it is a meeting held in public and there is no requirement in law to provide a public forum but this council welcomes the opportunity to offer this facility.

Please respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If the business of the meeting is disrupted in the opinion of the Chair by abuse of this protocol the person/s causing the disruption may be asked to leave. The terms of the protocol:

- Public participation is limited to electors or electors qualified in the FIVE electoral wards of the Acton Community
- Public participation section will be for a maximum period of 15 minutes. Any member of the public wishing to speak in this section must notify the Clerk to the Council no later than 15 minutes prior to the start of the meeting
- The agenda will indicate when the public participation will take place. This will be early in the agenda so that Councillors may take into account any views expressed when reaching their decisions
- Public participation is only permitted regarding items already on the agenda and the matter may be addressed immediately or carried forward without discussion
- Public Participation is by address to Council and will not normally include question and answer unless, at the discretion of the Chair, such interaction is required in order to obtain clarity
- A maximum of three minutes is permitted for a member of the public to speak and only one person may speak on any agenda item excepting that two people may speak if opposing views are being expressed i.e. one for and one against a particular matter
- Supplementary comment or question is solely at the discretion of the chairman
- No matter or question may be repeated within a 6-month period for that particular issue.

Guidance notes:

The public are advised to make the most of their three minutes by preparing notes carefully. If several people want to speak on the same item they are advised to try to get together in advance to pool thoughts and address, and to choose the best person to speak for all.

Participation in the Public Forum by persons other than members of the public:

This council may provide an opportunity via the agenda for the Police and County Councillors or other Guests to attend to address meetings and respond to any questions or queries from Councillors. A written report may be sent if attendance in person is not possible. At the Council's discretion the overall time limit on this section is 30 minutes.