

MORECAMBE TOWN COUNCIL

Public Participation at Full Council Meetings

Guidance for the Public

1 Introduction

- 1.1 Pursuant to the Public Bodies (Admission to Meetings) Act 1960, the public have a statutory right to attend meetings of a Town/Parish Council and its Committees. Importantly they have no right to participate in a meeting, unless permitted to do so by the Council.
- 1.2 The Council resolved at its meeting on 16th June 2011 to agree Standing Orders which included the provision for public participation sessions to be incorporated into Full Council meetings.

2 Procedure

- 2.1 The policy was reviewed by the Council at its meeting on 6th June 2019. Following this review the Council's public participation is:
 - 1) A period of 20 minutes public participation be allowed at the beginning of each Full Council meeting following consideration of the statutory items.
 - 2) That each individual be permitted to address the Council for no longer than three minutes.
 - 3) Electors and Business Rates payers of the Parish of Morecambe Town Council only are permitted to make representations regarding items on the agenda, although other issues can be raised if written notice of the question/matter are submitted to the Clerk 10 working days prior to the meeting.
 - 4) When addressing the Council for up to 3 minutes as outlined above members of the public should do so from the front of the Chamber.
- 2.2 Electors and Business Rates payers should note that during the public participation session the meeting will be adjourned and reconvened following completion of the public session and that each elector or business rates payer will be able to speak for no more than three minutes.

- 2.3 Public participation is not permitted unless the meeting has been adjourned by the Council and hence the public are not permitted to take part in any other items on the agenda.
- 2.4 Questions should be about items of business to be transacted at the meeting (i.e. items on the agenda) and the statements/questions should not represent personal attacks on individual Councillors or officers