



NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL PUBLIC PARTICIPATION POLICY*

1. Introduction

1.1 Newtown Town Council first adopted a protocol for public participation on 20/4/15. This protocol, after review, forms the basis for this policy.

1.2 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.

2. The Policy

2.1 This Policy applies to:

Participation in the Public Forum by members of the public

2.2 Please respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If the business is disrupted in any way the person/s causing the disruption may be asked to leave.

- Public participation is limited to electors or electors qualified in the electoral district of Newtown & Llanllwchaiarn.
- 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 Town Clerk 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 on 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.
- 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 question may be repeated within a 6 month period for that particular issue

3. General Guidance

3.1 Make the most of your three minutes by preparing notes carefully. If several people want to speak on the same item try to get together in advance to pool your thoughts and choose the best person to speak for you all.

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

4.1 This council may provide an opportunity via the agenda for the police and County Councillors to attend and report to 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.

5. Visitor Information

Visitors attending meetings will be offered a Visitor Information Sheet please see appendix 1.

This Council adopted this Policy for Public Participation at its meeting on

.....22/1/18.....

Amended or Reviewed	Date	Version No	Who
Approved	22/1/18	220118/1	Sue Newham



NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL

Brisco House
The Cross
Broad Street
Newtown
Powys SY16 2BB

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www.newtown.org.uk

Mayor: Cllr. Sue Newham
Deputy Mayor: Cllr Susan Hill
Town Clerk: Ed Humphreys

Information Sheet for Visitors

The Town Council would like to welcome you to the meeting; it is always heartening to see people taking an interest in the meetings. It is hope that he following advice will ensure you get the best out of the evening. The information sheet will help you understand how Town Council meetings operate – don't let the formality of the meetings put you off. If in doubt ask anyone.

Newtown & Llanllwchaiarn Town Council

The council consists of 16 councillors. All councillors are either elected or appointed and all are **volunteers**. The Town Clerk is Ed Humphreys and his contact details are given above. All councillors can be contacted through the Clerk's office by e-mail or by our web site.

Dates, times & venue of meeting

Full council meetings are nearly always the fourth Monday of the month. Committee meetings are usually held on the first three Mondays of the month.

1 st Monday	Services Committee	They look after recreation, toilets, playing fields etc.
2 nd Monday	Economy and Environment Committee	They look after planning, economy, events etc.
3 rd Monday	Resources Committee	They look after finance, staffing and the community fund.
4 th Monday	Full Council	They look after the strategic direction of the Town Council

Appendix 1

All start at 6.30pm. It is recommended that those wishing to attend check details beforehand with the Clerk.

Meetings are held at the council chambers in Brisco House, The Cross Broad Street Newtown. The council chamber does is accessed via stairs and does not have disabled access. If you want to attend a meeting that is listed as being in the council chambers and are unable to use stairs please contact the Clerk as soon as possible. If we know in enough time it MAY be possible to hold the meeting at a venue you can access more easily.

Agendas and Minutes are available on our web site and posted on the notice board outside our offices. They are also available upon request from the Town Clerk. Also upon request they are available in Welsh.

Public Participation

A protocol on public participation at meetings exists to allow members of the public to participate. Members of the public have an allocated time to speak and the full guidance can be obtained from the Clerk.

Conduct

It is the duty of the Mayor or Chair of Committee to ensure that all those who attend meetings act in accordance with the Code of Conduct and with the Council's Standing Orders which govern meetings. A copy of the Orders is available from the Town Clerk.

Exclusions

Members of the Public may be excluded from parts of the meeting if the business is confidential. This may be because we need to discuss such matters as contracts and salaries.

Health & Safety

You are asked to ensure that all mobile phones are either switched off, or set to vibrate if you need to keep them on. The fire exits are indicated in the usual manner. In the event of an evacuation the Mayor or committee chair will offer advice. Please gather after evacuation at the entrance to Bear Lanes on Broad Street.

Please sign the attendance book – so that all who attend can be safely evacuated.

Finally

Thank you for taking an interest in the Council meeting. It is hoped that you find it interesting and informative. Any comments you have for improving them will be very welcome. Please ask the Clerk if you are unsure about any aspect of the meeting – he will be happy to help.