



BOROUGHBRIDGE TOWN COUNCIL

TERMS OF REFERENCE FOR PUBLIC QUESTIONS AND STATEMENTS AT COUNCIL MEETINGS

All members of the public to be shown and to read these notes **before** the meeting begins.

1. All members of the public are to give their names to the clerk
2. Members of the public are welcome to attend all meetings of the council and any committee meetings.
3. Members of the public are entitled to speak on any issue relating to the agenda during the **public session** when invited by the Chairman to speak. No member of the public may speak for longer than 3 minutes. (See Point 5)
4. Members of the public may not participate in any other part of the meeting or speak to councillors during the rest of the meeting **unless** they have been invited for a specific agenda item **or** after a **formal resolution** of the council.
5. The Public Forum takes place following the approval of the previous month's minutes; item 3. The Chairman will invite members of the public to speak. The Forum will normally last for 15 minutes; each member of the public may only speak on one topic. Timings are at the discretion of the Chairman who manages the public session The Chairman's decision on timings is final.
6. The Public Forum will operate in accordance with the council's Standing Orders and will be recorded in the minutes of the meeting.
7. **Respect** for others' points of view and **good manners** are expected during the Public Forum and the whole meeting.
8. Council **cannot make a decision on any issue raised in the Public Forum** unless the issue is specified on the meeting's agenda. Council may take comments/suggestions raised into consideration when formally debating the issue
9. Any serious or detailed issues requiring considered answer should be put in writing and sent to the Clerk at least **7 clear days** before the meeting so that informed and correct answers can be made and, if deemed necessary, the issue can be included as an agenda item.
10. The meeting may be recorded to facilitate accuracy when writing the minutes. The recording will begin **after** Public Questions and Statements.

Clerk: c/o 1, Hall Square, Boroughbridge, North Yorkshire YO51 9AN

E-mail: info@boroughbridge.org.uk **Tel.** 01423 322956