

## **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

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