

PENISTONE TOWN COUNCIL

PUBLIC PARTICIPATION
POLICY

Approved by Members on...21/07/14.....
Due for Review...20/07/15.....

PENISTONE TOWN COUNCIL PUBLIC PARTICIPATION POLICY

Penistone Town Council wishes to encourage public participation during its meetings in order to use this as one means of consulting with the public.

However, the Council recognises that rules must control the manner of participation in order that the Council Meeting may continue to operate effectively.

Public participation is an opportunity to ask questions not to make statements.

Accordingly the following rules must be observed for public participation at meetings.

1. Public participation will take place at every full Council meeting subject to the Mayor's permission.
2. Public participation will take place at the beginning of the meeting and will last for a maximum period of 10 minutes.
3. Each member of the public will be allowed to ask a question, the length of time of the question is to be at the Mayors discretion.
4. The Mayor will determine in what order members of the public will be allowed to ask their questions, and whether questions to be asked are the same or similar to other questions already asked.
5. After the defined period of 10 minutes it must be clearly understood that the public **must not** participate at any other time during the Council meeting except in certain cases when the meeting, by agreement of full council, would have to be suspended to allow the member of public to speak.

In allowing public participation the Council is aware that this forms only one means of consultation with the public, and that no decisions other than undertaking further research or writing to relevant bodies can be taken at the meeting where the matter is raised and that a decision on a topic ends discussion on it and the Mayor must rule out of order (as irrelevant) any attempt at that meeting to reopen the previous topic.

July 21st 2014