

Sedgefield Town Council

Public Participation

Welcome to Sedgefield Town Council's Monthly / Committee Meeting.

There should be an Agenda for this meeting near this notice so that you can follow the proceedings. If there is not one available please ask the Town Clerk.

You will notice on the Agenda that there is an item for Public Participation. At this point the Chair will officially close the meeting and ask if there are any points/ comments that you would like to raise. Please note that this is not a question and answer or a debating time, rather an opportunity for you to make your views known to Council members or to bring forward new ideas which you would like members to discuss. In accordance with the Council's Standing Orders¹, which relate to the proceedings and business of the Council, the total period of time designated for public participation shall not exceed fifteen minutes unless directed by the Chair of the meeting.

Each member of the public shall not speak for more than three minutes. A member of the public wishing to speak should raise his/her hand to make the Chair aware of their intention. When speaking please direct your comments to the Chair of the meeting. Only one person is permitted to speak at a time. If more than one person wishes to speak the Chair shall direct the order of speaking. If possible the Chair will give an immediate answer if he or she is able to, but the council cannot take a decision as such at that time. If the item is already on the agenda then discussion on the matter and possibly a resolution will take place at that point in the meeting. It is more probable that your comments will be noted and passed onto the relevant Committee who will then discuss the matter.

Thank you for attending the meeting.

Dr Jane Ayre, Town Clerk
November 2015

¹ 3e and 3f Sedgefield Town Council Standing Orders Adopted 12th October 2015