



Sedgefield Town Council

Welcome to Sedgefield Town Council's Virtual Meeting

The purpose of this information sheet is to explain how you can participate in the Council meeting should you wish to under the Public Participation element of our agenda.

Members of the public are welcome to virtually attend and under the Public Participation element of the agenda speak at a Council meeting. Members of the public can join the meeting as a guest by clicking the "Join Microsoft Teams Meeting" link at the top of the Council's agenda. This will take you into a virtual lobby and you will be admitted to the meeting by the meeting's moderator who will duly inform the Chairman of the meeting.

Please do not join the meeting more than **5 minutes** prior to the start time.

Your microphone **must be muted at all times** other than during the 3 minutes you are given during the Public Participation agenda item. The Chairman reserves the right to mute your microphone if it is not already muted when the meeting commences.

At the start of the Public Participation element of the agenda the Chairman will close the meeting and invite members of the public and/or press to make comments or ask questions on items contained within the meeting's agenda. If a member of the public or press wish to speak they need to show their intention to do so by stating their name in the "show conversation" box or clicking the 'raise your hand' button. At this point their microphone will be unmuted by the moderator or asked to unmute and they will be able to speak. The 'raise your hand' and 'show conversation' facilities may not be available on a tablet or mobile phone. If you are using either of these devices you must notify the Town Council via town.clerk@sedgefieldtowncouncil.gov.uk by no later than 12 noon on the working day before the meeting of your wish to speak during public participation.

Please note:

- This is not a question and answer or a debating time, rather an opportunity for you to make your views known to Councillors or to bring forward new ideas which you would like the Council to discuss. The period of time designated for public participation at a Council meeting, in accordance with our Standing Orders, shall not exceed 15 minutes unless directed by the Chairman of the meeting. Again, in accordance with our Standing Orders, each member of the public shall not speak for more than 3 minutes. If there is an interested group of objectors or supporters it is recommended that a spokesperson is appointed to speak on behalf of the group to ensure effective use of the time permitted.
- Speakers should restrict their comments to Agenda items only.
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered.

- After the public speaking period has finished the Chairman will reconvene the meeting and work through the rest of the meeting's agenda. The public and/or press will take no further part in the meeting other than to observe.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively, including removing you from the virtual meeting.

Inclusivity:

We appreciate virtual meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the Town Clerk office in advance via town.clerk@sedgefieldtowncouncil.gov.uk or you can submit a question or comment in advance of the meeting for this to be read out on your behalf.

If you have any minor issues i.e. street lights not working, litter problems etc then please email the Town Clerk on town.clerk@sedgefieldtowncouncil.gov.uk for this matter to be processed on your behalf.

Thank you for attending the meeting.