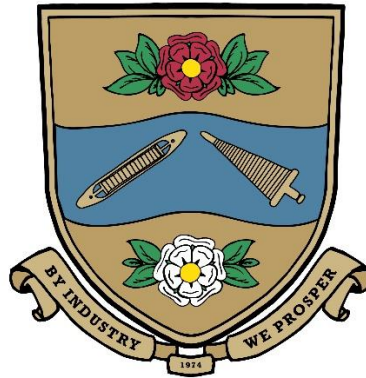


Todmorden Town Council



TODMORDEN TOWN COUNCIL

RULES FOR A PUBLIC MEETING (Remote- Virtual)

Prepared by Colin Hill Town Clerk/Susan Miles Assistant Town Clerk
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TODMORDEN TOWN COUNCIL - RULES FOR A PUBLIC MEETING

1. Responsibilities of Todmorden Town Council

Todmorden Town Council will:

- Define the time that the public session will take place.
- Duration of the session.
- Issue a meeting invitation contained within the Summons
 - Participants should confirm by email to the Town Clerk their intention to attend, advise on what item they wish to participate and provide their email address and contact number in case of need to change the meeting.
- Administer and control the session
- Invite any questions to be submitted prior to the meeting wherever possible.

2. Responsibilities of the Chair

The Chair of the meeting will control the public session and his/her decision upon proceedings at the meeting are final. He/she will:

- Define the type of issues that members of the public will be expected to raise, ie ongoing issues (complaints to the council not permitted; these should be addressed via the council's adopted complaints procedure).
- Explain that if detailed issues are to be raised by the public then they must be put into writing. Any detailed financial issues can be included in this, although council may wish to address current but minor financial issues where it can in the session.
- Decide whether questions raised will be answered at the meeting or dealt with after the meeting by written response to the enquirer.
- Confirm that the Council cannot take a decision on any issue raised at public session unless the issue is specified on the agenda of the council meeting or the clerk has delegated powers to deal with it as urgent.
- State the length of time that a member of the public may speak.
- Advise members of the public that they may be filmed or audio recorded by members of the public at the meeting and also advise the public if the Council is making its own recording, whether visual, audio or both.
- State that good manners and respect are expected during the session.

3. Rules and Expectations of the Public During the Formal Council Meeting

- The Chair will state that 'In the formal Council meeting there is no right for members of the public to speak without invitation of the Council (not just the Chair)'.
• The Chair will define a process telling members of the public what to do if they want to speak – e.g. indicate by hand and the Chair will come to them if and when there is an appropriate point in the proceedings. Tell them that the Chair will seek a resolution from council to permit you to speak, please be patient while this necessary procedure is undertaken.

- The Chair will state 'You will only be permitted to speak during the formal meeting if you have information for the council which may impact on its decision making in a specific issue. Complaints will not be accepted in the meeting; any complaints are to be referred to the clerk by way of the council's complaints procedure'.
- If a member of the public is disruptive in a meeting or does not adhere to these rules, the Chair will remind them of the meeting rules. If necessary, that member of the public will be removed from the virtual meeting.

4. Review

This policy will be reviewed every year (or earlier if required by changes to legislation or additional documentation) and amended as necessary based on good practice or evidence taken forward.