



Festival of Britain Village 1951
Motto: "Independence and Self Help"

Protocols for Public Participation in Council Meetings.

1. Participation in the public forum.

A council meeting is not a public meeting. It is a meeting conducted in the public. There is no requirement in law to provide a public forum.

The following rules apply to the public forum:

- i. The agenda will indicate when the forum takes place, which will generally be early on the agenda so that councillors can take account of any views expressed. The public participation session will normally be for a maximum of 15 minutes.
- ii. Questions and comments should relate to business on the agenda and only one question on a topic will generally be received from each person and supplementary questions will be at the Chairman's discretion. The Chairman may direct that a written or oral response be given.
- iii. A person shall raise their hand when requesting to speak. Questions must be addressed to the Chairman and a member of the public must not speak for more than three minutes. Members of the public wishing to speak must identify themselves at the commencement of their address.
- iv. Public participation is intended for those present at the meeting. If a matter is complex, or if a member of the public wishes the Chair or Clerk to be able to provide a fuller response, questions may be submitted to the Clerk in advance of the meeting where possible. This is entirely optional and is intended to assist the orderly conduct of business. Written questions submitted by persons unable to attend the meeting may be responded to in writing, or consider at the Chairman's discretion, subject to time constraints. There is no obligation on the Council to read out or debate questions from persons not present.

As the council meets and makes its decisions in public and is committed to community engagement, we warmly invite members of the public, the press, the police and borough or county Councillors to attend our meeting and contribute **at the appropriate agenda items.**

Please respect that this is a meeting to conduct council business. Interjections are not permitted and if you disrupt business in any way, you may be asked to leave in accordance with the Council's Standing Orders.

Following amendments to the law in 2014, any person attending a council (or committee) meeting can report on the proceedings of the meeting. 'Reporting' is defined as filming, photographing, audio recording, written reporting or oral commentary (**not during the meeting**). Any person wishing to report Trowell Parish Council meetings (or committee) must abide by the Recording Parish Council Meetings Policy.

Reports to the Council.

The council provides an opportunity for the police, borough or county Councillors to present reports. An opportunity will be given to ask questions, at the Council's discretion, subject to the relevant conditions above and within an overall time limit of 5 minutes.

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Postal address: Trowell Parish Hall, Stapleford Road, Trowell, NG9 3QA

Tel: 0115 9989774

Reviewed and readopted without changes on 20th May 2025