

YEOVIL TOWN COUNCIL

PUBLIC PARTICIPATION



1. Public comment

- 1.1 Questions, statements or comments from members of the public will be allowed (Standing Order 3e) at both the beginning and end of each scheduled meeting of the Council and the Committees.
- 1.2 Public Comment at the beginning of the meeting shall take place before any speaker who is invited to a meeting of the Council and the Committee.
- 1.3 In accordance with Standing Order 3h, a question shall only require a response at the meeting should an appropriate answer be available.
- 1.4 The Chair of the meeting may direct that a written or oral response be given.
- 1.5 Questions should be directed to the members of Council or the Committee, who may where appropriate, ask an Officer to reply.
- 1.6 Any speaker who is invited to give an update on their organisation or a project who attends a meeting of the Council and Committee may be subject to questions from the public.
- 1.7 On invitation, the speaker will be notified that there may be questions from both Councillors and members of the public. The agenda will reflect whether or not the speaker would welcome questions from the public.

2. Time for Public Comments

- 2.1 The period of time designated for public comments shall not exceed 15 minutes unless directed by the Chair of the meeting (Standing Order 3f).
- 2.2 Each individual speaker shall be restricted to a total of three minutes.
- 2.3 Due to the nature of the Planning Committee, comments from the general public at a Planning Committee meeting may be permitted by the Chairman at other times during the meeting.

3. Notice

- 3.1 Question need not be submitted in advance, in writing, but questions presented in that form are likely to receive a more detailed reply.

4. Public Comments at the Meeting

- 4.1 The Public may be asked to stand (if they are able) when they address the meeting and, where a question is asked, the answer may take the form of:
- (a) a direct oral response;
 - (b) where the desired information is contained in a publication of the Council, reference to that publication; or
 - (c) where the reply to the question cannot conveniently be given orally, a written answer will be provided.
- 4.2 Every question shall be put and answered without discussion although the questioner may be permitted to ask supplementary questions relating to the question.

5. Scope of Public Comments

- 5.1 The Chair may disallow any question, statement or comment if it:
- is not about a matter for which the local authority has a responsibility or which affects the Town Council;
 - is defamatory, frivolous or offensive;
 - is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
 - requires the disclosure of confidential or exempt information.

Yeovil Town Council
11th October 2022
To be reviewed: September 2023