

# Guidance to parishioners during the public section of Clare Town Council Meetings

- a Under the section of the meeting open to the public, parishioners are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- b The period of time which is designated for public participation above shall not exceed 20 minutes, except where the Chair deems it is necessary to extend the period.
- c Each parishioner is entitled to speak once and shall not speak for more than 3 minutes, except where the Chair deems it is necessary to extend the period.
- d A question asked by a parishioner during a public participation session at a meeting shall not require a response or debate.
- e The Chair may direct that a response to a question posed by a parishioner be referred to a Councillor for an oral response or to an employee for a written or oral response.
- f A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- g A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair may at any time permit an individual to be seated when speaking.
- h Any person speaking at a meeting shall address their comments to the Chair.
- i 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.
- j **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**
- k If you are from outside the parish or if time did not permit to hear all views, you may express your views by writing to the Town Clerk:

Mrs Claire Ebeling  
Clare Town Council  
The Old School Community Centre  
Callis Street  
Clare, CO10 8PX