

October 2014

GUIDELINES FOR MEMBERS OF PUBLIC ATTENDING COUNCIL'S MEETINGS

Public speaking

Members of the public are welcome to attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

In the public forum section of the meeting, usually near the beginning of the meeting, the Chairman will suspend Standing Orders and invite questions from the public on Agenda items to be discussed at that meeting. The public will then be able to speak on that matter only.

- **Speakers should restrict their comments to Agenda items only.**
- All individual contributions will be limited to a period of **3 minutes** – where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.
- **Planning comments should be restricted to material planning considerations 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 meeting will continue under Standing Orders and the public will take no further part in the meeting.
- 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.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.

Should anyone have any specific needs or require any reasonable adjustments to assist them in making individual contributions, or require any further information, please contact the Clerk in advance on 07532 286713