

# Monmouth Town Council

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## **PUBLIC PARTICIPATION AT COUNCIL MEETINGS**

### **GUIDANCE NOTES**

The Town Council welcomes the involvement of the people of Monmouth at its meetings which are open to the public. If you wish to ask a question please ensure that you notify the Chairman before the meeting commences.

Please note that the Council is unable to make decisions during public participation time.

The following procedure applies:

- Questions and presentations of petitions by electors registered within the town of Monmouth and its wards shall be allowed on matters affecting the Town Council at the beginning of each meeting of the Council.
- The question must be relevant to the business of the Council
- The period allowed for questions and the presentations of petitions shall not exceed ten minutes except with the consent of the Chairman
- Questions do not need to be submitted in advance in writing however questions presented in that form are more likely to receive a detailed reply and shall be taken first
- Questions must be brief and to the point. In addition to the main question only one supplementary question may be asked. This should be relative to the original question or to the answer supplied
- Questions or comments from individuals must be restricted to a total of three minutes
- Questions shall be directed to the Chairman of the Council who may request another member or the Town Clerk to respond in writing if the information requested is not to hand
- Questions shall not be permitted that relate to individual affairs of either the questioner or any other named individual but should only relate to matters of policy or practice i.e. matters of general rather than individual concern
- The Chairman shall disallow any question that is in his opinion, scurrilous, improper, capricious, irrelevant or otherwise objectionable

Members of the public may also contact the Town Council in a number of ways including: telephone, letter, email or by visiting the Town Clerk's office.

If you are unclear on any aspect of the above, please contact the Town Clerk, details as above.