

Rules for Public Participation at Meetings of the Council and Its Committees/Sub-Committees

PUBLIC PARTICIPATION AT MEETINGS OF THE TOWN COUNCIL AND ITS COMMITTEES/SUB-COMMITTEES

The Council will set aside a short period at the commencement of each meeting when members of the public can ask questions or make statements.

Should an individual or representative of a group or body wish to address Members of the Council the following rules are to be followed:-

1 General

Members of the public may ask questions or make statements at ordinary meetings of the Council and its Committees and Sub-Committees. If an informal group have a common interest, one of their number is to be identified to speak on behalf of the whole.

2 Order

Questions/statements will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

3 Notice

A question or statement may only be taken if notice has been given by delivering it in writing or by electronic mail to the Clerk no later than 48 hours before the day of the meeting.

4 Number

At any one meeting no person may submit more than one question/statement.

5 Scope

The Clerk may reject a question/statement if it:

- is not about a matter for which the local authority has a responsibility or which affects the Town of Newton Abbot;
- 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 information.

6 Speaking at the meeting

The Chairman will invite the individual to put the question/statement to the Meeting. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman or Clerk to put the question on their behalf.

7 Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in Rule 5 above.