



# Corsham Town Council

## Public Participation at Council Meetings

### GUIDANCE NOTES

The Town Council welcomes the involvement of the people of Corsham at its Meetings which are open to the public.

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 Parish of Corsham shall be allowed on matters affecting the Town Council at the beginning of each meeting of the Council or Committee.
- The question must be relevant to the business of the Council or Committee.
- Questions to the Council (Planning) Meeting shall be relevant to a specific item/s on the Agenda.
- The period allowed for questions and the presentation of petitions shall not exceed ten minutes except with the consent of the Council or Committee. Questions need not be submitted in advance in writing, but questions presented in that form are more likely to receive a detailed reply and shall be taken first.
- Each individual questioner and presenter of a petition shall be restricted to a total of 3 minutes.
- Questions shall be directed to the Chairman of the meeting who may request another Member or the Town Clerk to reply.

*Answers to questions may take the form of:*

- A direct oral response.
- When the desired information is contained in a publication, reference to that publication.
- When it is more convenient to do so, a written answer subsequent to the meeting.

Every question shall be put and answered without discussion although the questioner shall be permitted to ask one supplementary question relating to that question.

Questions shall not be permitted that relate to the individual affairs of either the questioner or any other named person but should only relate to matters of policy or practice, i.e. matters of general rather than individual concern.

The Chairman of the meeting 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: letter, email, fax, web site, Community Information Point or weekly surgery.

**If you are unclear on any aspect of the above, please contact the  
Town Clerk, Corsham Town Council, Town Hall, High Street, Corsham, SN13 0EZ  
Tel: 01249 702130, Fax: 01249 702149, email: [towncouncil@corsham.gov.uk](mailto:towncouncil@corsham.gov.uk)  
Website: [www.corsham.gov.uk](http://www.corsham.gov.uk)**

David J Martin  
Town Clerk

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