



Public Participation at Council Meetings

GUIDANCE NOTES

The Town Council welcomes the involvement of the people of Corsham at those of 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 parishioners of 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.
- The Chairman shall endeavour to allow a balanced range of views from those wishing to participate.
- Questions to Council (Planning) Meetings shall be relevant to a specific item/s on the Agenda. Preference will be given to parishioners of Corsham although non-parishioners will be permitted to speak, subject to the time constraints below.
- The period allowed for questions and the presentation of petitions shall not exceed ten minutes except with the consent of the Chairman of the meeting. 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 three minutes.
- Questions shall be directed to the Chairman of the meeting who may request another Member or an Officer 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: telephone, email, web site, social media, letter, in person or monthly surgery.

**If you are unclear on any aspect of the above, please contact the
Chief Executive, Corsham Town Council, Town Hall, High Street, Corsham, SN13 0EZ
Tel: 01249 702130, Email: towncouncil@corsham.gov.uk, Website: www.corsham.gov.uk**

David J Martin
Chief Executive

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