



Public Participation at Meetings Policy

Full Council Approved: December 2012, latest review February 2021
Due for Review: February 2023.

Fleet Town Council wishes to encourage public participation during its meetings, both in person and virtually, in order to use this as one means of consulting with the public.

The Town Council also recognises that rules must control the manner of participation in order that the Council meetings may operate effectively.

Public participation is one opportunity to ask questions. There are others, including telephoning or writing to the Town Council or Town Councillor, or visiting The Harlington during normal office hours to ask a question.

The following rules must be observed for public participation at meetings.

1. Public participation will be permitted at every Town Council and committee meeting.
2. Public participation will take place at the beginning of the meeting and will last for a maximum period of 15 minutes unless the Chairman wishes to use his/her discretion
3. Each member of the public will be allowed to make representations or ask questions on any subject included on the agenda
4. The Chairman will determine in which order members of the public will be allowed to speak
5. A written copy of the question must be given to the Town Clerk immediately before the meeting, at the latest. The length of the question should not exceed 65 words
6. The question will be included in the minutes of the meeting
7. Questions will be answered in one of the following ways:

- When an answer can be given immediately, the answer will be included in the first draft of the minutes
- When an answer requires research to be undertaken over a period of up to 4 weeks, the answer, as soon as it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting
- When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.