

POLICY & PROCEDURE ON PUBLIC PARTICIPATION
AT LLANARMON YN IAL COMMUNITY COUNCIL MEETINGS
ADOPTED 1ST MAY 2025 AS PART OF STANDING ORDERS

Meetings of the Community Council are not public meetings, but members of the public have a Statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Community Council Chair authorises them to do so.

However, as part of our community engagement, Llanarmon yn Ial Community Council resolve that public participation sessions will be incorporated into the meetings. Standing Orders are required to regulate the conduct and duration of the sessions for public participation at an agreed time when members of the public are invited to speak.

The Community Council has resolved Members of the public are not to be involved in the decision-making of the Council.

The Council will not make any instant decisions at the behest of members of the public on items that are not included in the agenda.

As a matter of best practice the public forum will be kept separate from the debate of councillors.

If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council.

Members of the public are welcome to stay for the Council meeting after the public session as observers, but will not be able to join in the discussion unless invited to do so by the Chair.

Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, legal issues).

RULES

1. The public session will be limited to a maximum of 10 minutes as set by Council.
2. The time for each member of the public to speak is limited to 3 minutes. Who should stand and clearly state their name.
3. If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.

4. Written statements, must be received by the Clerk at least 3 days prior to the meeting.
5. Public Forum is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
6. The Chair has the right to say that any question or statement is inappropriate and will not be accepted. Where practical, the Chair may respond to the question or indicate that a written response will be made.
7. Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation.
8. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
9. A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.
10. A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be minuted.
11. If the issue is on the agenda then it will be discussed under the appropriate item. **Members of the public are therefore requested to leave their name and contact details with the Clerk before leaving the Council meeting if they wish to receive a reply to their query.**
12. All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
13. All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.
14. Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.

Chair :

Dated: