



## **Chipping Norton Town Council Public Participation Policy**

### **Introduction**

Chipping Norton Town Council is committed to community engagement and encourages members of the public to participate in its meetings. This policy sets out the framework for public participation, ensuring that it is conducted in an orderly and respectful manner in line with the Council's standing orders, specifically standing order 3.i-j.

### **Public Participation at Meetings**

Members of the public have the right to attend Town Council meetings and are encouraged to do so. The Town Council values public input and provides opportunities for public participation under the following guidelines:

### **Procedures for Public Participation**

#### **Public Participation Sessions:**

Public participation sessions will be included as an agenda item at all Town Council and Committee meetings. These sessions are typically held at the beginning of the meeting and are limited to 15 minutes unless extended at the discretion of the Chair.

#### **Speaking at Meetings:**

Members of the public may speak during the public participation session. Each speaker is allowed to speak once for a maximum of five minutes. The Chair may allow additional time at their discretion.

It is desirable for members of the public to inform the Town Clerk of their intention to speak and indicate the specific agenda item they wish to address ahead of the meeting. This enables the office to gather any relevant information to help members provide as full a response as possible.

Speakers must address their comments to the Chair. Members of the Town Council may respond to points raised but are not obligated to do so.

#### **Order and Conduct:**

All remarks must be respectful and relevant to the item under discussion. Offensive or defamatory comments will not be tolerated.

The Chair has the authority to direct a member of the public to stop speaking if their comments are not appropriate or if they exceed the time limit.

#### **Written Statements:**

Members of the public who are unable to attend the meeting but wish to make a statement can submit their comments in writing to the Town Clerk prior to the meeting. Written statements will be read out during the public participation session, subject to the same time limitations.