



GUIDANCE FOR MEMBERS OF THE PUBLIC ATTENDING FORMAL COUNCIL MEETINGS

Thornbury Town Council is committed to community engagement and therefore warmly invites members of the public to contribute to this meeting under the listed agenda item '**Public Participation**'.

Thornbury Town Council Standing Orders allow for **20 minutes** to be allocated under the '**Public Participation**', with **up to 5 minutes per individual to make representations in respect of the business on the agenda**. These timings may be altered at the discretion of the Chairman, who may, for example, further limit the time allocated to individuals to allow for more members of the public an opportunity to speak.

If you wish to address the meeting under Public Participation:

- **Raise your hand when requesting to speak and stand when speaking***
- **Direct your comments to the chairman of the meeting.**

One person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

During the Public Participation section of the meeting: members of the public should note that the council will only discuss, and is only allowed to take decisions on topics that are publicised on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may suggest that a written or oral response be given outside of the meeting.

After the Public Participation section of the meeting: Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during the remainder of the meeting are not permitted.

This guidance is based on the Thornbury Town Council Standing Orders. These are the rules that govern the Town Council.

Thank you for attending this meeting.

* If you are likely to suffer discomfort from standing due to a health condition, disability, or otherwise, please make this known to the Chairman or Clerk of the meeting.