



PUBLIC PARTICIPATION POLICY

Fleet Town Council wishes to encourage public participation during its meetings 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 continue to operate effectively.

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

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

1. Public participation will take place at every Town Council and committee meeting other than the Establishment meeting.
2. Public participation will take place at the beginning of the meeting and will last for a maximum period of 15 minutes.
3. Each member of the public will be allowed to make representations or ask questions for a maximum of 3 minutes.
4. The Chairman will determine in which order members of the public will be allowed to ask their questions, having regard to who has previously asked questions at that meeting and previous meetings, who arrived at the meeting first and whether questions to be asked are the same or similar to other questions already asked.

In allowing public participation, the Town Council is aware that this forms only one means of consultation with the public and that no decisions, other than undertaking further research or writing to relevant bodies, can be taken at the meeting where the matter is raised.

In answer to questions about services, the Town Council provides answers, where possible, at the meeting. If this is not possible, a written response will be given, to the questioner, within 14 days of the meeting, the contents of which will be relayed to the next Town Council meeting.

The minutes of public participation will briefly record the nature of the questions/statement and any official answers given.