

# Yeovil Town Council



## Guide to public participation at meetings

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### How do I let you know I want to speak?

Prior notice should be given in writing (see contact details below) by noon, on the Friday before the meeting. You should provide your name; address; question, statement or comment; and highlight whether a response is required.

If prior notice has not been given, you must log your intention to speak with the Clerk of the meeting. You should provide your name; address; topic; and highlight whether a response is required.

Yeovil Town Council reserve the right to issue a written answer within an appropriate timeframe.

### What happens at the meeting?

- The Chair will allow 15 minutes for public participation (further time will be at their discretion).
- The Chair will call you and invite you to stand (if you are able).
- You will be allowed to speak for up to 3 minutes. Further input will not be allowed, unless invited to do so for the purposes of clarification.
- Questions, statements and comments are not for debate.
- Public participation does not form part of the formal meeting and therefore will not be minuted.

### What am I allowed to speak about?

- About anything on the agenda;
- About a matter for which the local authority has a responsibility;
- About a matter which affects the Town Council.

### What am I not allowed to speak about?

- About a matter for which the local authority does not have a responsibility or a matter that does not affect the Town Council;
- Anything that is defamatory, frivolous or offensive;
- Any complaint relating to an individual Councillor or Officer;
- Repeating what someone previously has spoken about;
- About a confidential matter.

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