

PROTOCOL FOR PUBLIC PARTICIPATION AT THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL

9TH MARCH 2023

Location- Sir Christopher Hatton School

- We welcome attendance from the press and public at all council meetings. As this meeting is a meeting of the council, only elected councillors are able to vote and participate in the meeting, unless directed by the Mayor. We ask that everyone observes silence during the meeting, except the speaker, to enable everyone to hear. All speakers are directed to speak by the Mayor.
- Members of the public are invited to submit any questions by 7pm on 8th March. The email address to submit these questions to is clerk@wellingboroughtowncouncil.gov.uk
- These questions will endeavour to be answered as part of the meeting, but where this is not possible, a written response following the meeting will be requested. Where there are duplicate questions, these will be amalgamated to enable all questions to be heard.
- A nominated speaker on behalf of the public is welcomed to speak as part of the public question time. This section is time limited to three minutes. Advance notice of this representation is required by 7pm on 8th March, by emailing the Town Clerk clerk@wellingboroughtowncouncil.gov.uk
- The total period of time designated for public questions is 30 minutes.
- The meeting will start promptly at 7pm, so please arrive 15 minutes before the meeting to be seated.
- The public gallery area has been designated to accommodate 200 people. This is allocated on a first come first served basis. Do due fire and health and safety restrictions this capacity cannot be exceeded.
- This meeting will be filmed, so please make it known on your arrival if you do not wish to be filmed, and a separate area will be allocated for you to sit.
- An area will be allocated for the press to report and film. For privacy of the public filming may only take place in this designated area, so please make it known to the Town Clerk in advance of the meeting if you wish to film, by emailing clerk@wellingboroughtowncouncil.gov.uk
- The Town Council has committed to treating everyone with civility and respect. We ask that the same is reciprocated by those attending these meetings. The Mayor has the right to remove those not observing this request.