



Llantwit Major Town Council

Public Participation Protocol/Policy (adopted 27th May 2021)

Introduction

Llantwit Major Town Council meets and makes its decisions in public and is committed to community engagement and therefore warmly invites members of the public, the press, the police and county councillors to attend meetings and contribute within the public forum.

A council meeting is not a public meeting, it is a meeting held in public.

From May 2022, The Local Government and Elections (Wales) Act 2021, Part 3, Chapter 4, section 48 (2), makes provision that '*The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be transacted at the meeting, unless that person considers that doing so is likely to prejudice the effective conduct of the meeting*'. Therefore, Llantwit Major Town Council will indicate when public participation can take place on its agenda.

Those attended are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If the business is disrupted in any way, the person/s causing the disruption may be asked to leave.

Public participation will be for a period of 15 minutes. Any member of the public wishing to speak must notify the Council Clerk no later than 15 minutes prior to the start of the meeting. The agenda will indicate when the public participation will take place. This will be early on in the agenda so that councillors may take into account any views expressed when reaching their decisions.

Public participation is only permitted regarding any business being discussed at the meeting unless this is likely to prejudice the effective conduct of the meeting. A maximum of three minutes is permitted for a member of the public to speak.

Supplementary comment or question is solely at the discretion of the chairman. No question may be repeated within a 6-month period.

It is not always possible to give a verbal response at the meeting and questions may receive written reply. No resolution can be made under this item. Questions should relate to matters of the Town Council policy or practice and not relate to individual affairs of either the questioner or any other named person.

Guidance notes: - Make the most of your three minutes by preparing notes carefully. If several people want to speak on the same item, try to get together in advance to pool your thoughts and choose the best person to speak for you all. A written report may be sent if attendance in person is not possible.