



Public Participation at Bentham Town Council Meetings

Guidance for Members of the Public

Members of the public are welcome to attend meetings of Bentham Town Council and may take part in the public participation session, in accordance with the Council's Standing Orders.

Speaking at the Meeting

- You may make a representation, ask a question, or provide information relating to an item on the agenda (Standing Order 3(e)).
- The total time allocated for public participation is normally limited to **20 minutes**.
- Each speaker is limited to a **maximum of 3 minutes**.
- Please raise your hand to indicate that you wish to speak and wait to be invited by the Chair.
- When speaking, please stand (unless unable to do so) and address your comments through the Chair.

Questions and Responses

- Questions asked during public participation may not receive an immediate response.
- The Chair may direct that a response is given either verbally at the meeting or in writing at a later date.
- Questions must not lead to a debate during the meeting.

Supplementary Question

- Where you have made a representation and receive a response or feedback from the Council, you may, **at the discretion of the Chairman**, ask **one supplementary question**.
- This supplementary question must:
 - Relate directly to the response or feedback given
 - Not introduce any new subject or issue
 - Not lead to further debate
 - Be no longer than 30 seconds

General Conduct

- Only one person may speak at a time.
- Please be respectful and avoid interrupting others.
- The Chair may require a person to stop speaking if conduct is inappropriate or disruptive.

Reporting and Recording

- Members of the public are permitted to record or report on meetings, provided this does not disrupt proceedings.