

PUBLIC PARTICIPATION TO BE GIVEN TO THOSE PARTICIPATING

Public Participation is not an agenda item and as such a time slot of 15 minutes will be allocated for this prior to the commencement of the Watchet Town Council or relevant committee meeting.

Watchet Town Council is keen to provide an opportunity for the members of the public to participate at Council meetings.

As you may be aware you are free to lobby the Council through its individual members and in writing to Mrs Sarah Reed, the Town Clerk at the Council Offices.

In order to remain within the law and facilitate this process, a set of guidance notes has been created and are detailed below for your information.

- A notice period of 24 hours to verbally participate in the Town Council meeting must be given via the Town Clerk.
- The time allocated to this item shall not exceed 3 minutes per member of the public and a combined total of 15 minutes unless authorised by the Chair of Watchet Town Council.
- The Chair of Watchet Town Council will call upon those wishing to speak in turn who will be invited to make a brief representation or ask a question of the Council.
- Those wishing to speak should state their name and address for the record.
- Those asking questions will not normally receive an immediate answer but will receive a written/verbal response from the Town Clerk in consultation with the Council in due course.
- Council members will not enter into discussion with those asking questions at the meeting.
- Following the public participation, attendees are asked to remain silent whilst the Council members consider their agenda items. Attendees are free to leave the room at any point but are asked to do so without causing disruption to the meeting.

Watchet Town Council thanks you for your attendance and co-operation