

# Cyngor Cymuned Mostyn Mostyn Community Council



## PUBLIC PARTICIPATION POLICY

Section 48 of the 2021 Local Government and Elections (Wales) Act makes provision for public participation at full community council meetings or those part of meetings which are open to the public.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution, which shall give reasons for the public's exclusion.

The Community Council encourages public participation at its meetings. To ensure that everyone gets an opportunity to talk, we have introduced guidance on how you can best have your say and make the most of your time when you speak. As the public section of the agenda must be restricted to allow other business the public participation section is restricted to ten minutes.

Should there be several members of the public all wishing to speak, each speaker will be required to keep their "speeches" to a three minute maximum. This is to ensure everyone gets a fair share of the available time, or if there is only one speaker you will be able to speak for up to ten minutes.

### Generally

- The speaker should be over 16 and a resident of the Mostyn community. The Clerk will check the name and address in the electoral register to confirm this is the case before accepting the request (or in the case of a speaker under 18 the address of the parents). Non residents may only speak if invited to do so.
- To make the best use of your time, please be brief and to the point. You may find it helpful to rehearse what you have to say to ensure that everything is included. You will not be allowed to over-run your time.
- You may find that if there are significant numbers of objectors / supporters that it would be better to appoint one person to speak for you all.
- Written submissions, photographs or display material will not be accepted at the meeting but may be sent to the Clerk at least 5 days before the meeting, so they can be copied and given to the Councillors.

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Minute Number:

Chairman's Signature D R Seddon

- Please avoid derogatory or defamatory statements. If the Chairman feels that this is the case, you may be asked to stop speaking. The Council does not tolerate inflammatory or abusive behaviour towards its councillors, staff or members of the community.
- Owing to the short time that you have to put your views across, it may not be appropriate to bring plans or elaborate visual aids to illustrate your points.

#### Procedures at the meeting

- Most meetings of the Community Council take place in Mostyn Community Centre. Please check with the Clerk before the meeting in case there has been any change. If you want to speak, please arrive at least 15 minutes before the meeting and introduce yourself to the Clerk. Remote attendance and presentation is also an option.
- You will be asked to sit in the public area.
- The Chairman will announce that Public Participation has commenced and if you wish to speak, invite you to do so.
- If you are speaking on an issue for which there are other speakers who hold differing views. Objector(s) will be invited to speak first, followed by the supporter(s).
- You will be invited to speak for up to three minutes. The time limit will be strictly enforced, and the Chairman will notify you when you have 30 seconds left. Please have the respect and courtesy you would wish for yourself when others present their thoughts.
- After you have finished speaking, you may be asked questions by the Councillors to clarify issues that have arisen.
- After Public Participation section of the Agenda, the Community Council will continue with items as listed in the Agenda. You are welcome to sit and listen to the debate and other workings of the Council but will not be able to take part in further discussion.
- If the item you have raised is not on the agenda, Members will not be able to debate or vote on the item. This is proper Council procedure.
- The Chairman has responsibility for the smooth running of the meeting. His/her decision on procedural matters is final.
- Please note that the Council will generally not comment on planning matters until a formal application to the County Council has been made.

To contact the Clerk call 07715271032 or email [mostynclerk@hotmail.co.uk](mailto:mostynclerk@hotmail.co.uk)

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