

WILTON TOWN COUNCIL

Ancient Capital of Wessex



Town Clerk

Tel: 01722 742093

Email: clerk@wiltontowncouncil.gov.uk

Council Offices

Kingsbury Square

Wilton

Salisbury

Wilts SP2 0BA

www.wiltontowncouncil.gov.uk

WILTON TOWN COUNCIL

Public Participation at Meetings

Adopted on 5th July 2022

Minute reference 121 22

Review date July 2024

Statement of Policy

Wilton Town Council is committed to accountability and transparency and meetings are open to all, members of the public are welcome to attend.

Public attendance at meetings.

Any member of the public is entitled to attend Council meetings, and time is allocated to allow for public participation. Members of the public have an opportunity at this time to ask questions, make statements or express concerns to the Council about any item concerning Wilton. At an extraordinary meeting, questions should only relate to the item on the Agenda.

For persons attending by ZOOM, the link options to access the meeting are displayed on the Agenda. Anyone wishing to attend via ZOOM should ensure they arrive at least five minutes prior to the start of the meeting so they can be admitted.

Dates and details of meetings.

A list of all meeting dates can be found on the Town Council noticeboard (outside of the Council Offices in Kingsbury Square), in addition details of meeting dates can be found on the Wilton TC website. The Agendas for all meetings are published the week before the meeting (Thursday) and are displayed on the Town Council noticeboard, as well as uploaded to the Wilton TC website.

Speaking at meetings.

The order of business at every meeting is set out in the Agenda for that meeting and includes public participation. The Mayor or Chairman will invite the public to speak at the appropriate point. When asked to speak, the speaker should stand and give their full name. Speaking is limited to three minutes per person. Should written notes be used, these should be passed to the minute taker at the end of the meeting.

For persons attending via ZOOM, they will also be given the opportunity to speak but due to connection issues with internet it is advised that the question or statement is either emailed or delivered in hard copy to the Clerk before midday on the day of the meeting.

Further information can be found in Wilton Town Council's Standing Orders under Section 3.

What happens next?

The question, statement or concern will be considered at the meeting during community engagement unless it is a specific item already listed on the Agenda. A question made during community engagement shall not require a response at that meeting, it may be responded to after the meeting or it may be deferred to the appropriate committee.

Attending the rest of the meeting.

All meetings are open to the public, and you are welcome to stay but you may not participate unless invited to speak by the Mayor or Chairman of the meeting. However, on occasions there may be a reason to exclude the members of the public and press present. Exempt information is defined in section 100 and schedule 12A of the Local Government Act 1972. If this is resolved, then the public and press will be asked to leave the meeting, whether attending in person or via ZOOM. Once the exempt business is completed the public and press will be invited back into the meeting, normally exempt business is considered at the end of the meeting.