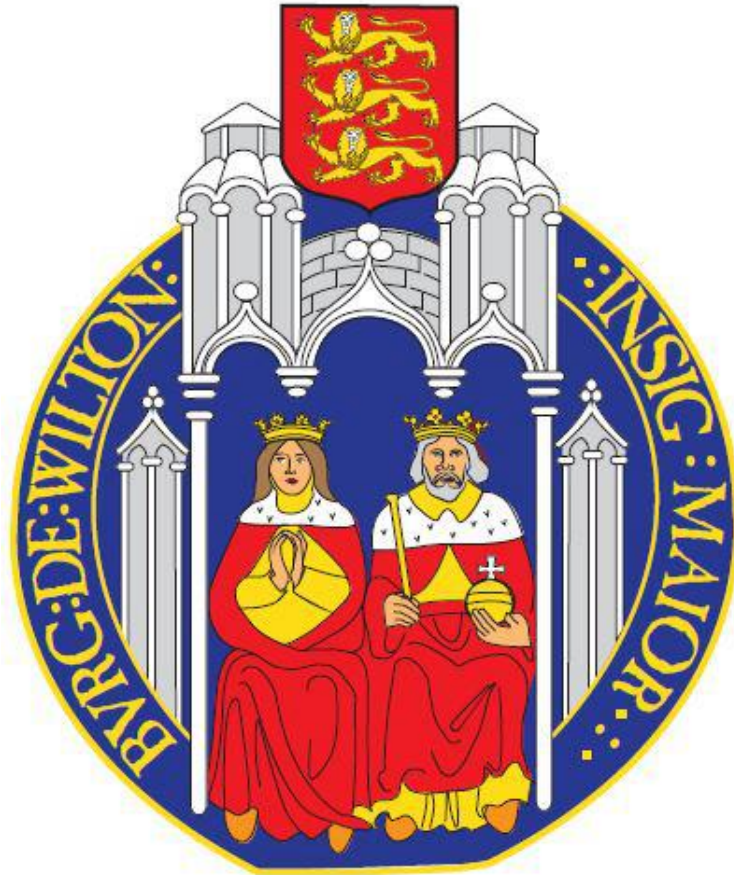


Wilton Town Council



Meetings Policy

Public Participation & Streaming

Document history

Status	Date	Adopted Date	Minute Ref	Summary of Changes
Original	27/02/2025	04/03/2025	060/25	Merger of 'Streaming of Meetings' and 'Public Participation at Meetings' policies
Revision 1				
Revision 2				
Revision 3				

Next review date November 2026.

Definitions

- 'Council': Wilton Town Council
'Councillor(s)': Wilton Town Councillors
'Chair': the Chairperson of the meeting

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The purpose of this Policy

Wilton Town Council is committed to accountability and transparency; meetings are open to all and members of the public and press are welcome to attend, either in person or remotely.

1. Speaking at a meeting

- a) Members of the public may ask a question or make a comment during the Community Engagement session, subject to the Chair's discretion.
- b) At an extraordinary meeting, questions or comments should relate only to the item on the Agenda.
- c) The Chair will invite a member of the public to speak at the appropriate point (both in person and remote attendees).
- d) When invited to speak (a member of the public or a councillor) the speaker attending in person should stand.
- e) All speakers are limited to three minutes.
- f) Considering the risk of connectivity problems, a speaker attending remotely is advised to submit their question in writing (either by email or by hand to the Council Office) to the Clerk, by midday on the day of the meeting.
- g) The Chair will respond to all questions or comments raised in Community Engagement. However, if relevant information isn't available, a response may be issued sometime after the meeting or the Chair may decide to refer a matter to a committee.

2. Staying for the rest of the meeting

- a) Members of the public are welcome to stay to observe the rest of the meeting but will not be allowed to speak unless specifically invited to do so by the Chair.
- b) Occasionally, it may be necessary to exclude from the meeting all members of the press and public. This is considered in Exclusion of the Press and Public item on the Agenda and, if necessary, agreed by a resolution.
- c) If this is resolved, the press and public will need to leave the meeting and the live stream will be disconnected.
- d) Exempt information is defined in Section 100 and Schedule 12A of the Local Government Act 1972.
- e) Whenever possible, exempt business will be dealt with as the final item(s) on the Agenda.

3. Remote attendance by Councillors

- a) Councillors may attend remotely and participate in a debate but will not have the right to vote; they only have the right to vote when attending in person.
- b) A councillor attending a committee meeting (either in person or remotely) who is not a member of that committee, may not participate in the debate; they have the same participation rights as a member of the public.
- c) Remote attendance does not count under the six-month rule (which says councillors must not be absent for more than six months)
- d) A councillor attending remotely cannot be counted as part of the quorum of that meeting.

4. Online Meeting protocol

- a) The Council will stream and record all meetings of Full Council, Environment & Amenities Committee, Policy & Resources Committee, Staffing Committee and Extraordinary meetings. There may be, on occasion, a valid reason why the meeting cannot be streamed or recorded.
- b) The details for access to the meeting will be published on the appropriate Agenda.
- c) Attendees should keep themselves muted unless invited to speak.
- d) The Host has the right to mute or remove a disruptive participant, by applying Standing Order 2a-c.
- e) The Chat facility is not monitored during the meeting and should only be used to ask a question during the Community Engagement session, if it isn't being asked verbally.
- f) A link to the recording of the meeting will be provided on request.

5. Dates and details of meetings

- a) A list of all meeting dates can be found on the Council's noticeboard (outside the Council Offices in Kingsbury Square) and website.
- b) Agenda for all meetings are published on, or shortly before, Thursday of the preceding week on the Council's noticeboard and website.

Further information about meetings can be found in the Council's Standing Orders.