



# WEM TOWN COUNCIL

## PUBLIC PARTICIPATION SESSION

### THE SCHEME

For many years members of the public have been able to attend meetings of the Council to listen to its discussions. In addition, they have been able to make representations either through Town Councillors or the Town Clerk. However, the Council believes that local government should be as open and accessible as possible. As part of this the Council has introduced a public participation session at the start of its monthly meetings to enable residents to ask questions, make representations, give evidence or present petitions relating to council business or local concerns.

Questions can be asked or representations made irrespective of whether the matters raised are on the agenda for the meeting or not. However, the items raised should not relate to private or personal issues or those relating to the performance or employment of council employees. Any item relating to the Shropshire Council will be referred to the Shropshire Councillors for Wem.

Advanced notice need not be given of questions or statements. However, priority will be given to questions of which advance notice has been given. Provided 3 clear working days notice is given an answer will be guaranteed either orally at the meeting or in writing within 5 working days after the meeting as time does not allow an oral answer to be given.

### THE RULES

1. A maximum period of 15 minutes will be set aside for all questions and answers at the start of each meeting. Although the Mayor will have the discretion in handling the session. **Only** those resident within the parish of Wem Urban shall be able to participate in the public participation session.

2. No more than 3 minutes in total will be devoted to dealing with questions/representations from any individual. Questions which do not receive a response through lack of time will be given a written reply.
3. If the number of questions involved appear likely to exceed the time available the Mayor will decide the order in which the questions/representations can be taken. However, priority will be given to the questions of which notice has been given in advance of the day of the meeting.
4. The Mayor will decide whether there should be an oral or written response.
5. A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor may at any time permit an individual to be seated when speaking.
6. Any person speaking at a meeting shall address their comments to the Mayor.

Revised March 2010