

Horley Town Council

Public Forum

Welcome!

Members of the public are welcome to observe any public part of Horley Town Council's meetings at the Edmonds Hall and you may sit in any of the seats at the rear of the Council Chamber, or as directed by a member of staff.

Council meetings take place in two separate parts, the first is a public session, and the second a closed session, when councillors are able to discuss confidential items. You will therefore be kindly requested by the Chairman to leave at this juncture.

During the early part of all our meetings, there is an item known as the Public Forum. This allows members of the public to address Councillors on any matter. There is a time limit of five minutes for each member of the public. If the matter is, for example, a planning issue, then it is helpful if the same points are not raised again by different members of the public. Please refer to an extract from the Councils' Standing Orders for more details, as shown below. If you are unsure of any matter when you arrive then please consult the Town Clerk before the meeting starts. Agenda will be available and at our Planning & Development Committee meetings the current list of planning applications will also be available.

The Chairman presides over the meeting and should be addressed when making any comments. After the Public Forum session has finished, the meeting then goes on to discuss other items of Council business. Unless requested to do so, you will be unable to make any further comments at this point, even if you have an interest in the matter being discussed.

Finally, we hope that you will find this experience worthwhile and that you let us have any queries or comments that may assist us in making any improvements in the future.

Joan Walsh, Town Clerk

Extracts from Horley Town Council's Standing Orders:

- 4 **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.**
- 5 **Subject to the above standing order, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business relevant to the Town Council**
- 6 **Subject to the above standing order, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five**

minutes. The Chairman may seek further clarification from members of the public, where necessary.

- 7 In accordance with the above standing order, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response, to an officer for a written or oral response or to the appropriate Committee for further consideration.
- 8 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 9 At the discretion of a simple majority of the Council or Committee, members of the public, by reason of their expertise, may be invited to participate in public or confidential sessions.

*Approved by Full Council: April 2018
Next review date: April 2022*