

Public Participation at Lyme Regis Town Council meetings

Lyme Regis Town Council welcomes public attendance and involvement at Full Council and all its committees. Decisions made by Lyme Regis Town Council will affect people who live and work in the town and the council wishes to make sure these decisions are fair and democratic.

Please read the information below that sets out the guidelines for public participation.

How does public speaking work?

Any member of the public may ask a question, make a statement or present a petition.

How many questions and statements can I submit?

A person or organisation can submit either one question or one statement. You will have three minutes to read out your question or statement. Each question or statement submitted will consist of no more than 450 words. The question you submit prior to the meeting must be the same as the text you read out in the meeting. This is because the response that you receive will be based on the text of the question that you have submitted. Statements received from residents or organisations will be summarised in the minutes of the meeting.

Please note, you do not need to tell the council in advance if you just wish to attend the meeting to listen to debate.

How will I know what is on the agenda for a meeting?

Agendas are published at least three clear days in advance of the meeting on the council website and on council noticeboards. Anyone who would like to receive agendas by email can be added to the subscriber list by emailing enquiries@lymeregistowncouncil.gov.uk.

How do I make a request to speak?

You need to let the council know if you wish to speak at a committee meeting by contacting the council at least two working days before the meeting, i.e. by 5pm on a Monday, ahead of a Wednesday meeting.

Requests can be emailed to enquiries@lymeregistowncouncil.gov.uk and when registering your request to speak please provide the following information:

- Your name, address and contact details
- The full text of the question or statement in plain English.

How long may I speak?

You are able to speak for up to three minutes when asking a question or reading a statement. However, the chairman of the committee will use their discretion if it is appropriate to extend this time.

What will happen at the meeting itself?

The chairman will invite you to speak at the beginning of the meeting during the Public Forum. Councillors will listen to all of the questions and if possible, a response will be provided at the meeting by the most appropriate member or officer. If the information is not available, a written response will be provided after the meeting.

Is there a limit on the number of people allowed to speak?

The Public Forum is limited to 20 minutes, although this may be extended at the chairman's discretion. No person or organisation may ask more than one question. You will only be invited to address the meeting if you are submitting a question.

Can the public speak at other times during the meeting?

The chairman of the committee may use their discretion to invite the public to speak at other points during the meeting, outside of the normal Public Forum session, if they feel their contribution will help the members in making their decisions or add something to the debate. These contributions will not need to be submitted as a request in advance and are completely ad-hoc and discretionary.