

## SUMMARY OF GUIDELINES

### Speaking at Meetings

#### 1) Any issue

There is a maximum of 15 minutes set aside at the start of Council and Committee meetings for public participation, where you can speak on any issue. Formal decisions cannot be made on matters which are not on the agenda. (*Note: There is no public participation at the Annual Council meeting*)

#### 2) Agenda items

You may also speak during the meeting, on agenda items, if the Chairman allows this.

### When can I have my say?

The Chairman will tell you when you may speak.

### For how long may I speak?

- Each person who wishes to speak will be allowed up to **3** minutes, although it is helpful if you are briefer.
- You may speak once only on any one subject, unless the Chairman asks you for further information.
- You cannot speak on confidential issues (or be present).
- You cannot take part in Councillors' debate.
- If the Chairman judges any remarks to be defamatory, frivolous or offensive he/she may reject them and require you to stop speaking.



## Ringwood Town Council

### Taking Part in Town Council Meetings

#### Public Participation Information

Members of the public have the right to attend meetings of their Town Council. You may also 'have your say' at these meetings, subject to certain guidelines.

#### What regular Meetings does the Town Council hold?

In every month (except August), there is a formal **Full Council Meeting**, chaired by the Town Mayor and attended by all 14 Councillors, and a meeting for each Committee, which is made up of Councillors, including the Town Mayor and the Deputy Town Mayor.

There are four other Committees, made up of 8 Councillors including the Town Mayor and the Deputy Town Mayor:

- **Policy & Finance Committee**
- **Planning, Town & Environment Committee**
- **Recreation, Leisure & Open Spaces Committee**
- **Staffing**

A schedule of meetings is available on request. In addition to these meetings an extraordinary meeting of the Council (or one of its Committees) can be called at short notice, if there is an issue that needs urgent or special attention.

## How do I find out more about Town Council meetings?

### Agendas

Each meeting has an agenda listing items to be considered, and the date each meeting is to be held. The agenda is published at least three working days prior to the date of the meeting.

Our agendas are displayed on our website [www.ringwod.gov.uk](http://www.ringwod.gov.uk) and in two public noticeboards (outside Ringwood Gateway and outside Tesco, Poulner) For the **Planning, Town & Environment Committee**, a list of the planning applications to be considered is also displayed.

### Please note

The **Planning, Town & Environment Committee** can only make a comment on a planning application; this is known as an observation. The final decision, depending on location of the property, is made by either New Forest District Council (NFDC) or New Forest National Park Authority (NFNPA). For further information please contact NFDC on 023 8028 5345 ([www.newforest.gov.uk](http://www.newforest.gov.uk)) or NFNPA on 01590 646600 ([www.newforestnpa.gov.uk](http://www.newforestnpa.gov.uk)).

### Minutes

Minutes of meetings are published on the website, or available to read in the office, by prior arrangement. Individual copies may be requested, although there may be a charge for this.

## Where are meetings held?

All meetings are held at Forest Suite, Ringwood Gateway, The Furlong, Ringwood. BH24 1AT. The location of a meeting is published on the agenda.

## Parking

There is parking nearby in the main NFDC Furlong short-stay car park (charges may apply) or free parking for a limited time at the car park near Waitrose.

## When should I arrive?


Please arrive at least 5 minutes before the meeting starts and make yourself known to the Chairman or a member of staff.

## Should I let anyone know I will be attending a meeting?

Time will be allocated on a 'first come, first served' basis. If you plan to attend a meeting, it greatly helps the smooth running of the meeting if you can let us know in advance.

## Please complete the cut-off slip below and return to:

Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood BH24 1AT. Alternatively, call us on 01425 473883 or e-mail [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)

 **Ringwood Town Council - Public Participation**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_ Tel: \_\_\_\_\_

Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Agenda Item / Subject: \_\_\_\_\_