

## SUMMARY OF GUIDELINES

### For how long may I speak?

- For 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.

### Speaking at Full Council Meetings

At a meeting of the full **Council**, if you wish to speak at the meeting, the Councillors need to formally vote to allow this, unless it is concerning a recommendation from Committee minutes.

### Speaking at other Committee Meetings

At other Committee (Sub-Committee and Working Party) Meetings, the Chairman will tell you when you may speak.

*Full details of the public participation procedure agreed under Standing Orders for Meetings (Section 3) and are available on request. Please call 01425 473883 or e-mail [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk).*



## 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?

There is a formal **Full Council Meeting** chaired by the Town Mayor, attended by all 14 Councillors. There are three 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**

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

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 agenda are displayed in the three public noticeboards (outside the Council offices, Ringwood Gateway, at Bisterne Village Hall and outside Tesco, Poulner) and on our website: [www.ringwood.gov.uk](http://www.ringwood.gov.uk). For the **Planning, Town & Environment**

**Committee**, a list of the planning applications to be considered is also displayed.

Please note that the **Planning, Town & Environment Committee** of this Council 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 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.

### When can I have my say?

- 1) **Any Issue:** at all our Meetings, there is an opportunity for you to have your say on any issue shortly after the Meeting formally begins. Up to 15 minutes are available and you may speak on any matter. Any individual may only speak for up to a maximum of 3 minutes. Formal decisions cannot be made on matters which are not on the Agenda.
- 2) **Agenda Items:** in addition to this, you may speak during the meeting, about items on the Agenda if the Chairman allows this (*for further guidelines, please see back page of this leaflet*).

### 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: \_\_\_\_\_