Summary

This is a brief guide for members of the public attending Reepham Town Council meetings. It outlines what to expect, how to participate, and key points to be aware of.

Details

1. Attending a Council Meeting

- **Meetings are open to the public:** Members of the public are welcome to attend all ordinary meetings of the Town Council, except for confidential items (which are discussed in closed session).
- **Meeting dates and agendas:** Details of meeting dates, times, and agendas are published on the council's website and noticeboards at least three clear days in advance.

2. What to Expect

- **Seating:** There will be a designated area for members of the public.
- **Order of business:** The meeting follows a set agenda, led by the Chair.
- **Recording:** You may record or film the meeting, provided it does not disrupt proceedings. Please inform the Clerk if you wish to do so.

3. Public Participation

- **Public participation session:** Most meetings include a specific agenda item for public questions or comments, usually near the start.
- **How to speak:** Raise your hand or follow the Chair's instructions. You may be invited to speak for a set time (often 3–5 minutes).
- **Scope:** You can ask questions or make comments on items on the agenda. The Council may not be able to respond immediately but will note your comments.

4. During the Meeting

- **Respectful conduct:** Please remain quiet during the meeting unless invited to speak. Disruptive behaviour may result in being asked to leave.
- **Decision-making:** Only councillors may debate and vote on items.

5. After the Meeting

- **Minutes:** Draft minutes are published on the council website, usually within a month.

Citations

- Local Government Act 1972, Section 100A (public access to meetings)
- Openness of Local Government Bodies Regulations 2014 (recording/filming)
- Reepham Town Council Standing Orders (see council website for details)