

SEALAND COMMUNITY COUNCIL

PROTOCOL FOR PUBLIC PARTICIPATION

The protocol applies to:

1) Participation in the public forum

This council meeting is not a public meeting. It is a meeting conducted in public, and there is no requirement in law to provide a public forum.

As the council meets and makes its decisions in public and is committed to community engagement, we warmly invite members of the public, the press, the police and district, borough and county councillors to attend our meetings and contribute within the public forum.

Please respect the fact that this is a meeting to conduct council business and interjections during council business are not permitted. If you disrupt business in any way you may be asked to leave. If you feel for any reason that you do not wish to take part in the public forum or if your problem is complex, you might wish to provide information to the council prior to the meeting in plenty of time before the meeting (at least 7 clear days if possible) using the contact details below.

- ☐ Public participation will be for a period of 10 minutes at the beginning and end of the meetings or at the discretion of the Chairperson.
- ☐ The agenda will indicate when the public participation will take place. This will be early on the agenda in order that councillors can take account of any views expressed when reaching their decisions.
- ☐ Questions and comments should address business on the agenda. Otherwise, in most cases, the matter will be carried forward, without discussion, to the next meeting.
- ☐ Verbal questions addressed to the Chairperson must not exceed 2 minutes in length or at the discretion of the Chairperson.
- ☐ Only one question on a topic to be received from each person but supplementary questions will be at the Chairperson's discretion.
- ☐ No question shall be repeated within a 6 month period.
- ☐ Members of the public are asked to notify the Community Council of their attendance prior to a meeting if possible.

2) Reports in the public forum

We will also provide an opportunity for the police and county councillors to provide reports to the meeting and an opportunity to ask them questions will be given, at the council's discretion subject to the relevant conditions above with an overall time limit of 10 minutes or at the discretion of the Chairperson, including questions.

This policy will be reviewed every four years or earlier if so required by legislation or additional material.

This Policy was reviewed and approved by Council at its meeting held on 20th October 2025.

A Griffiths - Clerk of the Council – October 2025