

MALDON TOWN COUNCIL

PUBLIC SPEAKING AT COUNCIL AND COMMITTEE MEETINGS

Adopted in August 2016

To be reviewed in August 2019

The following is guidance for Members of the Public

- The Openness of Local Government Bodies Regulations 2014 gives members of the public the statutory right to film, record and take photographs at Council and Committee meetings. The protocol for managing this is on the reverse of this sheet.
- Maldon Town Council actively encourages the public to attend its meetings, and also to participate and speak.
- Members of the public who wish to speak on an Agenda item should make their request to the Chairman prior to the start of the meeting.
- During the meeting, members of the public may still be able to make a contribution even if a request to speak has not been made. They should raise their hand at the appropriate time and wait for the Chairman to respond.
- There is no limit on the time an individual may speak, but contributions should be to the point and brief.
- Towards the end of the Agenda is an item as follows:

QUESTIONS FROM THE PRESS AND PUBLIC

When the Chairman indicates, members of the public can ask a question on any subject; it need not be about an item on the Agenda. If deemed appropriate, the decision can be made to put the item on the Agenda of a future meeting of the Council, or the appropriate Committee, for discussion.

If the item requires investigation, then a written reply will follow.

- Members of the Town Council who are also members of principal authorities (District & County Council) have a legal obligation to maintain an open mind when voting on matters at principal council level that have already been resolved at the parish tier.

PROTOCOL ON THE USE OF RECORDING EQUIPMENT AT TOWN COUNCIL AND COMMITTEE MEETINGS

1. The Openness of Local Government Bodies Regulations 2014 gives members of the public the statutory right to film, record and take photographs at Council and Committee meetings.
2. Anyone wishing to use this right is requested to inform the Chairman before the start of the meeting.
3. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in any recordings.
4. The Chairman may request that recording is paused if continuing to record would prejudice the proceedings of the meeting. An example of circumstances when this might be done is public disturbance or any other suspension of the meeting.
5. Recording will stop once a motion to exclude the press and public has been agreed.
6. Any such person making their own full or partial recordings must respect the law including Human Rights and Data Protection legislation and intellectual property rights. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the meeting room on the basis that they accept this responsibility.
7. The Council takes no responsibility for any recording made by a third party of its subsequent use. Any third party making a recording of a meeting shall in so doing be taken to have indemnified the Council against all actions, proceedings, costs, demands, liabilities, losses and expenses whatsoever relating to the making of the recording.
8. The minutes remain the official record of the meeting.