

## **BURGESS HILL TOWN COUNCIL STANDING ORDERS**

### **PUBLIC PARTICIPATION AND EXCLUSION OF PUBLIC & PRESS**

#### 2.4 PUBLIC PARTICIPATION

- a Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- b The Council may exclude the public and press from its deliberations on confidential business, such exclusions to take effect upon the issue of a statement that:  
  
"Exclusion of Public and Press  
  
In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be temporarily excluded and they be requested to withdraw from the meeting."
- c Subject to standing order 2.4a, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- d The period of time designated for public participation shall not exceed fifteen minutes prior to the commencement of Council's business. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes, at the discretion of the Town Mayor.
- e A question asked by a member of the public during Open Forum shall not require a response or debate. However, the Town Mayor may direct that a Councillor make an oral response or an employee make an oral or written response.
- f Any person speaking at a meeting shall address comments to the Town Mayor.
- g Only one person is permitted to speak at a time. If more than one person wishes to speak, the Town Mayor shall direct the order.
- h Business will commence as soon as the last person has spoken.

## Appendix 1

- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j The recording of Council meetings is permitted under the 'Openness of Local Government Bodies Regulations 2014'. The recording will be carried out in accordance with the procedures adopted by Burgess Hill Town Council to effectively and lawfully manage this activity.