

# WELCOME TO WINCANTON TOWN COUNCIL FULL COUNCIL MEETING

## **Procedures in accordance with Wincanton Town Council Standing Orders.**

### **Public Participation**

3 e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

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h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question.

The chairman of the meeting may direct that a written or oral response be given.

### **Council**

3 i A person shall raise his hand when requesting to speak.

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking

s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda

### **DISORDERLY CONDUCT AT MEETINGS**

a.No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting.

The motion, if seconded, shall be put to the vote without discussion.

c. If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

**Councillors are reminded to act within the Wincanton Town Council Code of Conduct and the Nolan 7 principles of public life**, held within the Ministerial Code. <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>.

### **Management of ZOOM and YOUTUBE meetings**

Those summoned to attend the meeting of Wincanton Town Council, to do so via ZOOM link shared by the Clerk with the papers.

Public participates to request a link via the Clerk in accordance with standing orders to attend the ZOOM meeting prior to transition to YOUTUBE.

Councillors, to rename the ZOOM screen to replicate the place cards in the Council chamber when attending a ZOOM meeting and prior to transition to live stream.

On transition to YOUTUBE all meeting attendees to be muted and invited to unmute in accordance with standing orders 3 l – s and Public Participation 3 e – h.