

Woodstock Town Council's Rules on Public Participation and Recording of Meetings

The Town Council has changed its standing orders on the rights of residents to address the Council. Now, the public can speak on any topic relevant to the affairs of the Council whether or not it is on the agenda. Prior notice must be given to the Clerk (see above). The Council hopes that this will encourage people to air their views on matters of local interest. The full wording of the revised Standing Order is as follows:-

Revision to Standing Order Nos 1 d (i) to (vi) – Approved September 2012

1 d Permission for the Electorate and General Public to Speak at Council

- i) Members of the electorate have permission to speak about any subject they may wish to raise whether or not it is on the agenda of the meeting concerned, providing it is relevant to the interests of the Council. Such relevance will be determined by the Clerk in consultation with the Mayor/Deputy Mayor. Members of the general public may, with the consent of the Council, be permitted to speak in respect only of items of business included in the agenda.
- ii) Only one subject may be addressed at any one time.
- iii) Written notice of the wish to speak and the subject matter must be received by midday on the morning of the day before the meeting. In exceptional circumstances, at the Mayor's discretion, permission may be given at a later time on oral request to the Town Clerk.
- iv) The Town Mayor or Chair shall first introduce the subject to be addressed.
- v) The speaker shall, subject to clause (i) above, be permitted to speak on one subject for no more than five minutes.
- vi) Then, or later in the meeting, the Town Mayor or Chair may respond and the matter may be debated by members at that meeting, but any formal motion or resolution relating to the issues raised shall stand adjourned for consideration at a subsequent Town Council meeting at which it shall be agendered.

Guidance on Photographing and Recording of Meetings

Following national legislation, filming and audio recording of town council and committee meetings by media groups and the public is permitted subject to the such recordings not interfering with the proceedings of the meeting. Filming and recording is NOT permitted during closed/confidential sessions. Recording equipment must be portable and operated from a seated position. Mains powered equipment using trailing cables are not allowed. Full details may be obtained from the town clerk's office.