

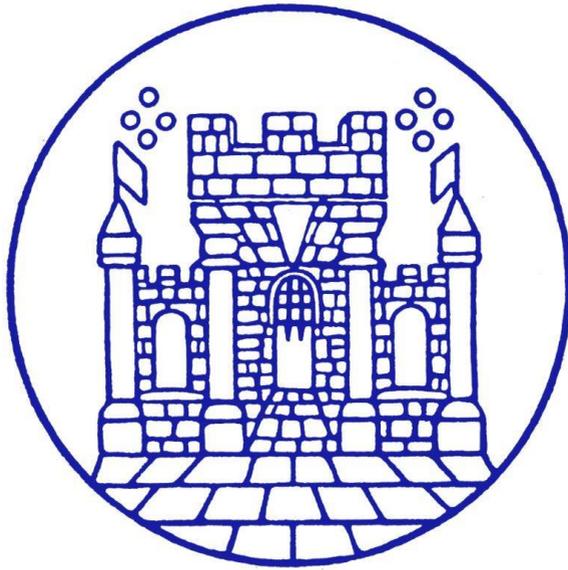
GENERAL INFORMATION

In making a submission to the Council under this Scheme, members of the public will be expected to behave in an orderly manner.

In addition to this Scheme, the Council welcomes the public to attend Council and Committee meetings when open business is discussed.

Agendas for the council meetings are published on the Council noticeboard at the Town Hall and will be made available to those attending meetings. Minutes of meetings may be inspected afterwards at the Council office in the Town Hall and on the Town Council website (www.tewkesburytowncouncil.gov.uk)

Further information concerning the Scheme may be obtained from the Town Clerk, telephone 01684 294639 or at townclerk@tewkesburytowncouncil.gov.uk



TEWKESBURY TOWN COUNCIL

PUBLIC PARTICIPATION AT COUNCIL MEETINGS

SCHEME

The Scheme provides the public with the opportunity to raise matters of concern at meetings of the Town Council.

The Council will set aside two periods during meetings for public participation. The first period will be held after the agenda item 'Matters Arising' when submissions from the public on matters arising from the previous two meetings of the Council will be considered. The second period will be held at the end of the meeting proper when submissions from the public about matters that should be addressed will be considered.

Members of the public are permitted to ask questions in the first session with 5 days written notice, and the second session to be based on agenda items from the same meeting. The total time for each session to be limited to 10 minutes each.

The Scheme is open to residents of Tewkesbury parish or representatives of businesses or organisations operating in the parish.

The Scheme may be used to present a petition, ask a question or make a statement.

Whichever method is chosen, the content must concern a matter of general interest to the parish and be relevant to something that is within the Town Council's responsibility.

Advance notice must be given to the Town Clerk of not less than 5 clear working days prior to the Council meeting. This notice excludes the day of the meeting and may be given in writing, by telephone or by calling in person at the Council office in the Town Hall.

The Town Clerk will be able to provide advice on what may be put in a submission and on the process.

It may be necessary for Members to ask you questions in order to have a complete understanding of the issues.

The following matters are excluded from the Scheme:

- *Reference to an individual's circumstances where it would be inappropriate for details to be aired in public.*
- *Matters which have already been put to a previous meeting of the Council, unless circumstances relating thereto have materially changed.*
- *Matters where the answer would involve the likely disclosure of exempt or confidential information.*
- *Allegations against individual Members or officers.*
- *Requests for support grants.*
- *Any breach or potential breach of legislation.*
- *Disputes between individuals, e.g., neighbours.*
- *Current planning applications*