



STOTFOLD TOWN COUNCIL

PUBLIC PARTICIPATION POLICY 2026

VERSION 2

This policy sets out how members of the public may participate in meetings of Stotfold Town Council, in accordance with the Local Government Act 1972, Public Bodies (Admissions to Meetings) Act 1960, and the Openness of Local Government Bodies Regulations 2014. The council encourages public engagement and aims to provide a clear, fair, and accessible process for participation.

It is important to note that these are meetings of the Council and are not public meetings, however, all meetings are 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 (LGA 1972, s.100A; Public Bodies (Admissions to Meetings) Act 1960). If this is the case, then you will be instructed to temporarily withdraw from the meeting.

The public may record, film, or broadcast meetings, provided this does not disrupt proceedings (Openness of Local Government Bodies Regulations 2014). Anyone wishing to record or film is asked to notify the Clerk before the meeting, where possible.

- Speakers are required to arrive ten minutes before the start of the meeting and to indicate their wish to speak to the Town Clerk. The order of speaking shall be in the order in which requests to speak are received.
- The period designated for public participation shall not exceed 15 minutes. In Council and Committee meetings, there is a designated agenda item for public participation. This allows you to speak on any item within the remit of the Town Council, provided you have advised the Town Clerk prior to the meeting.
- Each member of the public is entitled to speak once only and shall not speak for more than 3 minutes, when invited to do so by the Chair.
- No more than 3 speakers will be allowed to speak on any one subject and groups of speakers for or against an issue will be encouraged to appoint a spokesperson
- Questions/comments should relate to matters over which the Town Council has powers or duties, or which affect the town and should be relevant to the responsibilities of the Town Council, or Committee at which asked.
- Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business on the agenda or an item that is within the control of the Town Council. Councillors may question that evidence, but no debate is permitted. If the is deemed appropriate, the item may be referred to a future meeting of either Full Council or the relevant Committee.
- Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- Any person speaking at a meeting shall address their comments to the Chair.

- If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he be removed from the meeting.
- The council is committed to making meetings accessible. Please contact the Town Clerk in advance if you require any reasonable adjustments to participate.
- Any personal data provided (e.g. names or contact details) will be processed in accordance with the UK GDPR and Data Protection Act 2018. Please see the council's Privacy Notice for further information

Document History

Version	Date	Notes
1	January 2024	Reviewed
2	January 2026	Reviewed, added in legal statutes, reference to filming; accessibility to meetings and GDPR.