



## **ATTENDING VILLAGE COUNCIL MEETINGS**

Members of the public are welcome to attend meetings of the Village Council and its Committees and to observe how the Council operates.

If the Agenda includes business of a confidential nature, such as legal, contractual or personnel matters, Councillors may agree to exclude the press and public from the meeting during discussion of that item.

Council meetings may be recorded. If you wish to contribute, please be aware that you may be recorded. *This is to comply with the Openness of Local Government Bodies Regulation 2014*

### **Speaking at meetings**

You may ask questions or make comments during the Public question time at the beginning of each meeting.

The time allowed for Public Questions is 15 minutes. If you have expressed views on an Agenda item, Councillors will take your comments into account when that item is discussed.

Comments are to be addressed to the Chairman/woman. Members of the public may not address, or enter into a debate with, individual Councillors.

Where possible, answers to questions will be given at the meeting. If not, the Chairman/woman will advise when you will receive a response.

You may speak once for a maximum period of 2 minutes.

If several people wish to speak about the same issue, it may be helpful to appoint a spokesman.

If you are invited to speak you will be required to state your name and address.

The minutes of the meeting will include a record of public questions.

### **Speaking about planning applications**

The Village Council's Planning Committee is consulted on all planning applications and makes a recommendation to Mid Sussex District Council, which will decide the application.

You may speak during Public Question Time in support of or against any application on the Agenda and your comments will be considered.

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**After Public Question Time**

Members of the public are welcome to stay and observe the rest of the meeting but may not participate in the deliberations of Council.

In exceptional circumstances, the Chairman/woman has discretion to invite a member of the public to speak on an Agenda item during the meeting if, in the opinion of the Chairman/woman, that person has relevant information which will assist the Council with its deliberations.

**Disruption**

Please do not talk or make interruptions during Council business. If you disrupt the meeting, you will be asked to be quiet and if you fail to do so, you may be asked to leave.

**Other ways to contact Ashurst Wood Village Council**

Questions or comments may be addressed to individual Councillors outside of Council meetings. You may also contact the Clerk during business hours at the office in person or by phone or email. Telephone 01342 823770 email [clerk@ashurstwood-vc.gov.uk](mailto:clerk@ashurstwood-vc.gov.uk)

**PLEASE TURN OFF MOBILE PHONES DURING THE MEETING**