

**To receive amendments to the Receiving Public Questions,  
Representations and Evidence at Meetings procedure and consider  
any actions**

**Report to: Policy and Finance Committee**

**Date of Report:** 03.03.26

**Officer Writing the Report:** Town Clerk / RFO

**Officer's Recommendations**

Members are advised to ensure that the proposed changes meet the requirements of the Town Council and, if satisfied, to recommend the amendments to Full Town Council.

**Report Summary**

As part of the Town Council's review of its Governance Framework, the Town Clerk was instructed to amend the Receiving Public Questions, Representations and Evidence at Meetings procedure following a comparison with practices adopted by other town and parish councils.

These proposed amendments aim to ensure a consistent approach and to provide appropriate support for both Members and officers – please refer to draft procedure attached to review and consider the proposed changes.

**Signature of Officer:**

Town Clerk / RFO