

Amendments to Standing Orders pages 5 & 6

2. Meetings generally

- a. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c. Meetings shall be 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. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend at that point identified on the agenda for public participation.
- e. At the Chairman's discretion and with the agreement of the Council, a member of the public may be invited to answer questions on matters of fact relating to the item under consideration by the Council at that point on the agenda where the matter is being discussed.
- f. The period of time designated for public participation at a meeting in accordance with standing order 2(d) above shall not exceed 15 minutes unless directed by the Chairman of the meeting and with the approval of Members of the Town Council.
- g. Subject to standing order 2(e) above, ~~a member of the public shall not speak for more than 3 minutes~~ members of the public shall not speak for more than 3 minutes to maintain the timeframe of 15 minutes.
- h. In accordance with standing order 2(d) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i. Any member of the public wanting to ~~put a question~~ make representations answer questions, and give evidence to the Council must do so 24 hours prior to the meeting by ~~writing or~~ email enquiries@saltash.gov.uk
- j. A person who speaks at a meeting shall direct their comments to the chairman of the meeting.

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k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.

l. ~~During Planning and Licensing Committee meetings members of the public who have registered 24 hours prior to the meeting by email to enquires@saltash.gov.uk to do so may speak at the discretion of the Chairman and with the approval of members of the Planning and Licensing Committee.~~

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At Planning and Licensing Committee Meetings members of the public can register with the Town Clerk on the evening of the meeting. Please note: enough time must be allowed to do so and there is no guarantee that your statement and or question will be heard. It is advised to register 24 hours prior to the meeting by email to enquiries@saltash.gov.uk

m. The Mayor will attend meetings of the Personnel Committee as an observer.

n. ~~The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.~~

o. ~~Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council.~~

p. The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.

r. The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

s. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request shall be made before moving to the vote and

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