

# HEANOR AND LOSCOE TOWN COUNCIL

## ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 58. The public and the press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however temporarily exclude the public or press or both by means of the following resolution, viz:**
- “That in view of the (confidential) nature of the business of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw”.
- a) Members of the public who are on the Heanor and Loscoe Town Council register of electors, or are Heanor and Loscoe Town Council Tax payers or Non-domestic Tax payers may ask questions of the Council at ordinary meetings of the Council. The total period of time for questions by the public at a Council meeting shall be 15 minutes.
  - b) A question may only be asked if notice has been given by delivering it in writing or by fax or electronic mail to the Town Clerk no later than 5.00pm three working days before the Council meeting (i.e. on Monday when Council meets on the Thursday). The notice must give the name and address of the questioner.
  - c) At any one meeting no person may submit more than one question, and no more than one such question may be asked on behalf of one organisation.
  - d) The Town Council may reject a question if it:
    - i) is not about a matter for which the Council has a responsibility, or which affects Heanor and Loscoe
    - ii) is defamatory, frivolous or offensive
    - iii) is substantially the same question which has been put at a meeting of the Council in the past six months
    - iv) requires the disclosure of confidential or exempt information
  - e) The Mayor will invite the questioner to put the question to the Council. If the questioner who has submitted a written question is unable to be present, he/she may ask the Mayor to put the question on his/her behalf. In the absence of the questioner, the Mayor may ask the question on the questioner’s behalf, indicate that a written reply will be given, or decide that the question will not be dealt with.
59. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
60. If a member of the public interrupts the proceedings at any meeting, the Mayor may, after warning, order the he/she be removed from the Council Chamber or that the part of the Chamber open to the public be cleared.