

NORTHALLERTON TOWN COUNCIL

Rules For a Public Session and Council Meeting



Adopted: 20/07/2026

Next Review: May 2029

Rules For a Public Session

1. The Town Council will define the time that the public session will take place.
2. The session should last up to 10 minutes at the discretion of the chairman
3. The chairman of council will control the public session and that his decision upon proceedings at this part of the meeting are final.
4. Good manners and respect are expected during the session.
5. Define the type of issues that members of the public will be expected to raise, i.e. ongoing issues (complaints to the council not permitted; these should be addressed via the council's adopted complaints procedure).
6. An explanation that if detailed issues are to be raised by the public then they must be put into writing. Any detailed financial issues can be included in this, although council may wish to address current but minor financial issues where it can in the session.
7. That it is at the Chairman's discretion whether questions raised will be answered at the meeting or dealt with after the meeting by written response to the enquirer.
8. That council cannot take a decision on any issue raised at a public session unless the issue is specified on the agenda of the council meeting or the clerk has delegated powers to deal with it as urgent, i.e. highway repairs.
9. The length of time that a member of the public may speak is at the discretion of the chairman.
10. Members of the public must be advised if the council is making its own recording, whether visual, audio or both.

Rules And Expectations of The Public During The Formal Council Meeting

1. In the formal council meeting there is no right for members of the public to speak without invitation of the council. This should be stated at the start of the meeting.
2. If members of the public want to speak they should indicate by hand and the chairman will come to them if and when there is an appropriate point in the proceedings. The chairman will seek a resolution from the council to permit you to speak, please be patient while this necessary procedure is undertaken.
3. You will only be permitted to speak during the formal meeting if you have information for the council which may impact on its decision making in a specific issue. Complaints will not be accepted in the meeting; any complaints are to be referred to the clerk by way of the council's complaints procedure. This should be stated at the start of the meeting.
4. If a member of the public is disruptive in the meeting or does not adhere to these rules the chairman may ask them to leave the meeting.