



CWMAMAN TOWN COUNCIL

PUBLIC PARTICIPATION POLICY

Produced in accordance with Section 48 of the Local Government and Elections (Wales) Act 2021 and the Standing Orders of Cwmaman Town Council.

1.0 Introduction

- 1.1 This Public Participation Policy is produced in accordance with Section 48 of the Local Government and Elections (Wales) Act 2021, which requires community councils to give members of the public a reasonable opportunity to make representations on any business to be discussed at a meeting.
- 1.2 The Act specifies that the presiding member must offer an opportunity for representations, unless doing so would prejudice the effective conduct of the meeting.
- 1.3 This requirement does not entitle the public to take part in debate, nor does it create a right to demand an immediate response from councillors or staff.
- 1.4 Cwmaman Town Council ("the Council") values transparency and community engagement and is committed to enabling the public to participate appropriately.

2.0 The Policy

2.1 Commitment to Transparency and Engagement

The Council conducts decision-making in public and embraces the principles of openness and public involvement.

2.2 Legal Requirement

Under Section 48 of the 2021 Act and the Council's Standing Orders, all Full Council meetings must include a designated public participation period.

2.3 Who May Attend

Attendance is invited from residents, community groups, local businesses, ward councillors, third-sector organisations, police representatives, and other relevant bodies.

2.4 Respectful Participation

- Meetings are for conducting Council business. Interruptions are not permitted unless invited by the Chair.

- Councillors and staff must be treated with respect. Abusive, aggressive or discriminatory behaviour will not be tolerated and may result in removal.

3.0 Operating Rules for Public Participation

3.1 Matters the Public May Speak On

- Representations must relate to items on the published agenda.
- Public participants may not require debate or request that matters be added to the agenda.

3.2 Notice Requirements

- Anyone wishing to speak must notify the Clerk no later than 2 working days before the meeting, specifying the agenda item they wish to address.

3.3 Language Preference

- Speakers may use English or Welsh.
- If translation is required, 2 working days' notice must be given.
- Other languages may be used, but interpretation is not guaranteed unless arranged by the speaker.

3.4 Young People

- Under 18s may participate.
- Under 16s must attend with a responsible adult or have written consent.

4.0 Standing Orders: Public Participation Requirements

Aligned with Section 3 of Cwmaman Town Council Standing Orders:

- 4.1 The presiding member must provide a reasonable opportunity for representations, unless this would prejudice effective meeting conduct.
- 4.2 The period for public participation shall not exceed 15 minutes, unless extended by the Chair.
- 4.3 Each speaker may speak for up to 5 minutes.
- 4.4 Representations must not require a response or start a debate.
- 4.5 The Chair may direct that a response be provided in writing or verbally outside the meeting.
- 4.6 Participants must raise their hand to speak and address their comments to the Chair.
- 4.7 Only one person may speak at a time; the Chair will determine the order if multiple people wish to speak.

5.0 Additional Participation Rules

- 5.1 Normally one speaker per agenda item, except where opposing views are presented. The Chair may allow up to three for and three against, if time allows.
- 5.2 Supplementary comments or questions are at the Chair's discretion.
- 5.3 Personal or defamatory content will not be recorded in the minutes.

5.4 A matter previously raised may not be brought back within six months unless new, material information has come to light.

5.5 Councillors and the Chief Officer should not be expected to respond immediately.

5.6 Participants will be invited to introduce themselves when making a representation.

While this is not mandatory, it is encouraged in the interests of open dialogue. Those attending remotely are also encouraged, but not required, to keep their camera switched on when speaking.

5.7 Where several members of the public wish to speak on the same matter, the Chair may request that a single spokesperson be appointed to present shared views. The Chair may limit the number of speakers on a single item and intervene to prevent repetition, ensuring fair and efficient conduct of the meeting.

6.0 Record of Public Participation

6.1 Minutes will include a summary of the matters raised, with no personal identification.

6.2 Items raised may be referred to the relevant committee or officer for further action.

7.0 General Guidance for Members of the Public

7.1 Prepare remarks in advance to use time effectively.

7.2 If multiple attendees wish to speak on the same issue, a single spokesperson is encouraged.

8.0 Participation by Ward Councillors and Guest Speakers

8.1 Carmarthenshire Ward Councillors may speak under a dedicated item on the agenda, with a discretionary time limit of up to 20 minutes total.

8.2 Guest speakers may be invited by the Council to speak on relevant matters, which are listed separately from the public participation session.

Date of approval _____

Clerk signature of approval _____

Chairs signature of approval _____

Next review date _____