

Any comments?

Please use the space below to tell us what you think about the meeting, e.g. has the information provided been useful? We also welcome suggestions about how we can improve the way that we engage with local people.

If you have written some comments, please leave this leaflet in the 'Feedback Box' on the table by the door.

Thank you!

Helmsley Town Council
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www.helmsleytowncouncil.co.uk

May I speak at this meeting?

Yes - anyone may speak during the item "Public Comments", which is near the start of the Agenda. If you are able to give notice, that would be appreciated.

If a group of residents wish to speak on the same subject, then the Chairman will request that one person speaks as a representative.

Occasionally members of the public may be invited to contribute information regarding another Agenda item where they have relevant knowledge.

We welcome residents who would like to participate in Council meetings, and try to keep matters as informal as possible. If you are invited to speak, please:

- Begin by giving your name (as well as the name of any organisation that you may represent).
- Speak loudly enough to be easily heard by everyone
- Try to limit yourself to 3 minutes

Please note that the Council may not, **by law**, make a decision about the matter that you have raised there and then (because it is not on the Agenda). However, if it is possible for the Chairman (or woman) to offer some helpful information at the time, s/he will do so. There is more information about this on our guide: 'What's going on? The Agenda explained'.

Helmsley Town Council

Welcome to the meeting!

**We hope you find the information
in this leaflet useful.**

Please take a seat anywhere around the edges of the room.

It is possible that another person may wish to record the meeting using video or audio equipment. Please let the Town Clerk know if you are not willing to be recorded.

Please set any electronic equipment to SILENT mode during the meeting.

The Clerk of this meeting is:

Victoria Ellis

Who's who?

Town councillors

Councillors are elected every four years. If a vacancy arises during that time, new councillors can be elected, or may be 'co-opted', which means that they are appointed to serve through a process of application and selection.

Although councillors are unpaid, their role is different from voluntary work because they are in a 'public office'. Councillors are 'summoned' to meetings, rather than being invited, and they have a duty to attend.

The Chairman (or woman)

The role of the Chairman (or woman) is to lead the meeting and to be in charge of how it is run. Everyone who speaks at a meeting should, at least in theory, speak through him (or her).

The Clerk and Assistant Clerk

These are the 'officers' of the Town Council. It is their job to make sure that all the business of the Council is carried out and recorded in accordance with the law, and also in accordance with the Town Council's own Standing Orders. If you wish, you can see a paper copy of the Standing Orders (please ask the Clerk), or you can view them online on the Town Council website at:

www.helmsleytowncouncil.co.uk

What will happen at this meeting?

- Everything that the Council will talk about is listed on the Agenda. We have also provided a guide entitled 'What's going on? The Agenda explained', to help make it clearer.
- Items are usually considered in the order in which they appear on the agenda, but sometimes the Chairman may decide to alter the order.
- Some items require councillors to discuss documents that have been sent to them to look at before the meeting, and there may be a large number of them. We are currently working on making all of these available online via links from the agenda to our website or to the websites of other parties – such as planning authorities.
- The Chairman will introduce each topic as it arises and will invite Councillors or staff to contribute to a discussion – for example, by reporting back from another meeting or giving an opinion.
- Members of the public may be invited by the Chairman to contribute to the discussion if they have a particular interest or expertise to offer.
- Decisions are made by majority decision in a vote, with the Chairman having a casting vote if there is no majority.

Assistance

Please let the Clerk know before the meeting about any of the following:

- Any special requirements to help you to access the meeting, to understand what is going on or to contribute. There is a hearing loop available.
- The time at which a particular item of business is likely to be discussed.
- If you want to distribute papers which you have brought with you to the meeting.
- If you would like help to access the Agenda, reports or Minutes relating to this or any other meeting, Councillors' contact details, dates of future meetings etc.
- If you would like to record the meeting. You have the legal right to record the meeting without telling us, but we would like the opportunity to make other members of the public aware if they may be recorded.