



Glynneath Town Council

Public Question Time Protocol

Glynneath Town Council is currently operating its Full Council meetings remotely in line with the Local Government and Elections (Wales) Act 2021. During this time, the Town Council will continue to hold Public Question Time at its meetings.

1. Until further notice, Town Council meetings will be held on Zoom. The meeting code will be advertised on the agenda. Any member of the public who does not have IT access, will be able to join the meeting through use of a phone.
2. Any member of the public may request an opportunity to address the Council. This can be done either in advance by notifying the Clerk at least two hours before the meeting (via e-mail or telephone) or at the start of Public Questions.
3. Comments must relate to an item on the agenda. If they do not, you must contact the Council through the Clerk in the usual manner outside of the meeting.
4. Questions will be responded to by the Chairman, who can only provide factual information. If the Chairman cannot provide an answer to the question, you will be advised accordingly and sent a written response within 10 working days.
5. Each member of the public will be permitted a maximum of 5 minutes to address the Council.
6. Public Question time will not exceed a total of 15 minutes.
7. If there are a number of people wishing to address the Council, the Chair reserves the right to limit the amount of time each person has to speak in order to allow as many people to have a turn as possible.
8. Members of the public will be called to speak in the order in which their requests have been received.
9. Members of the public will be required to turn on their video feed while addressing the Council (unless accessing the meeting via telephone).

10. Anyone acting in an offensive or inappropriate manner, using offensive or inappropriate language, displaying offensive or inappropriate images or otherwise seeking to disrupt the meeting or cause a disturbance will be removed from the meeting without warning.

Review

This protocol will be reviewed as and when required by the Chairman and Town Clerk, in line with changes to Full Council meeting agenda.