

Public Participation at Meetings of St Davids City Council

Date Approved by Council: 18 May 2026

Date due for review: May 2027

Reference:

A. The Local Government and Elections (Wales) Act 2021

(Section 48)

B. The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils (Chapter 3)

Introduction

1. Reference A makes provision for public participation at full community council meetings or those part of meetings which are open to the public. Reference B sets out the statutory guidance.
2. In the interests of transparency, impartiality, and resolving potential misunderstandings, the rules about public participation are included in the City Council's Standing Orders and made available on the SDCC website.
3. Public participation at meetings is restricted to items of business as stated on the agenda of the meeting. This is to ensure that community councillors are suitably prepared and to allow decisions to be made.
4. Members of the public are encouraged to notify the Clerk in advance which business items they wish to contribute views on.
5. There will always be an opportunity to address the meeting via video conferencing (Zoom). Details will be available from the Clerk.
6. The Clerk can be contacted on 01437 721 137 or via e-mail: clerk@stdavids.gov.uk
7. Public participation will be included on each Notice of Meeting which will be published on the SDCC Website.
8. The following rules will apply when members of the public attend full community council meetings:
 - a. At the start of each meeting the Chair will give members of the public an opportunity to make representations about any business items where relevant, unless doing so is likely to prejudice the effective conduct of the meeting.
 - b. Members of the public will be asked to speak for no longer than 3 minutes.
 - c. Members of the public should be given reasonable time to conclude if they slightly over run.
 - d. However, if they disrupt the conduct of the meeting and make it difficult to continue, the Chair will issue a formal warning to stop, or pause the meeting, and/or remove the source of disruption.

e. No member of the public can take part in any debate at SDCC meetings. (This is not compatible with the role of community councillors).

9. St Davids City Council appreciates and will always acknowledge and respond to the additional contributions from members of the public as they reflect opinions from engaged members of our community.