



**PROPERTY AND INVESTMENTS
EXECUTIVE SUB-COMMITTEE**

Wednesday, 8 May 2024

2.00 pm

JMR, The Deane House, Taunton

SUPPLEMENT TO THE AGENDA

To: The members of the Property and Investments Executive Sub-Committee

We are now able to enclose the following information which was unavailable when the agenda was published:

Public Guidance Notes contained in Agenda Annexe

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Public participation at Somerset Council's committee meetings

Council meetings provide an opportunity for councillors to come together as community leaders to raise and discuss local issues and other issues relating to Somerset.

We have a commitment to deliver services in an environment that is welcoming, secure, and safe for Members, employees, customers, and visitors.

The Council's committee meetings are held face to face in venues across Somerset. In addition to councillors and officers being present at the meeting, there is some seating provided for the public and press. However, seating is limited at meeting venues and meeting rooms have a maximum capacity due to fire regulations.

To assist public participation and reduce carbon emissions, our committee meetings are live broadcast so that people do not have to physically attend meetings in order to raise a question, make a statement or observe the meeting. You can view the live broadcast for the meeting using the link to the meeting on the Council's website. Please contact Democratic Services if you need any help with viewing the live broadcast.

Attending Meetings

If anyone is interested in attending a committee meeting, then please contact Democratic Services to register your attendance in advance by emailing democratic@somerset.gov.uk or calling 01823 357628. This is to ensure that the committee meeting can take place in accordance with the maximum capacity for the room. In the unfortunate circumstance where there are too many people attending a meeting room then some people will be denied access and asked to participate or observe the meeting remotely using the live broadcast.

On arrival at a meeting venue please can you make yourself known to the Democratic Services Officers present and they will assist you with where the public seating is and with any questions you may have about the meeting. Members of the public are respectfully asked not to disrupt or engage during debate by councillors at the meeting.

Public Question Time

If you wish to make a statement or ask a question at any of our committee meetings there is an agenda item for each meeting called 'Public Question Time'. To register to speak, please contact Democratic Services by 5pm providing three clear working days before the meeting (for example, for a meeting being held on a Wednesday, the deadline will be 5pm on the Thursday prior to the meeting) To submit your statement and/or up to 3 questions please either email democratic@somerset.gov.uk or telephone 01823 357628.

Recording of meetings

The Council supports the principles of openness and transparency. It allows filming, recording, and taking photographs at its meetings that are open to the public- providing it is done in a non-disruptive manner. Members of the public may use social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting.

Viewing Documents

For any member of the public wishing to view the agendas, minutes and recordings of our committee meetings, these can all be accessed via our council's website via [Monthly meetings calendar - Modern Council \(somerset.gov.uk\)](#)

Exclusion of the Press and Public

If when considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to

be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed.

Conduct and meeting etiquette

At our meetings we aim to ensure that everyone will be treated with respect and courtesy and that they will be listened to and be able to speak without interruption or intimidation. We ask everyone to behave with courtesy and conduct themselves in a reasonable way at our meetings.

The Council recognises the importance of striking a balance between providing opportunities for the lawful expression of views and any unacceptable behaviours or action that causes disruption which can lead to our meetings being adjourned.

We politely ask customers / visitors for their cooperation in maintaining this safe environment for everyone by;

- Refraining from using foul, abusive, threatening, intimidating or discriminatory language or behaviour towards Councillors, employees, customers, and others present;
- Refraining from harassing and/or bullying Councillors, employees, customers, and others present;
- Refraining from disorderly conduct such as causing a disturbance, shouting, causing a nuisance to Councillors, employees, customers and/or visitors and any other actions which hinder the day to day business of the Council;
- Not congregating in the building and / or obstructing thoroughfares, emergency routes and access points and otherwise hindering the day to day business of the Council;
- Entering or attempting to enter restricted and/or non-public areas of the building;
- Ensure any filming is done as unobtrusively as possible, focusing only on those actively participating in the meeting and having regard to the wishes of any members of the public present, who may not wish to be filmed;

- Not wilfully causing damage to any Council property, defacing, or spoiling Council property and/or interfering with Council property;
- Allowing the inspection of personal bags or cases when requested by Council employees or security staff;
- Supervising children and adults in your care at all times;
- Only bringing guide or assistance animals into the building; and
- Following the instructions of Council employees or security staff to leave the building when requested or ordered to do so.

The Council reserves the right to remove any person/s from its property and to take the necessary action to prevent any person/s from entering its buildings and property or re-entering a public meeting if they have previously been persistently disruptive in it.

PLEASE NOTE: Under Section 3.93 of the Constitution, Council Procedure Rules on General Disturbances, **if there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as they consider necessary.**

In the case of an adjournment, councillors and officers will be asked to leave the meeting room and/or congregate away from the disturbance in a safe area and will await further instructions from Democratic Services Officers on when they can return to the meeting room or when the meeting can re-start.

We will encourage any members of the public who are not engaged with the disturbance to leave the room and wait in reception or other public area for instructions on when they can safely return to the meeting room.

In the unlikely event that there is a major disruption, or the disturbance continues, the Chair can make the decision to adjourn the meeting until a future date and possibly another meeting venue.