

Camblesforth Parish Council

Terms of Reference for the Public Meeting to Discuss the Comus Inn Licencing Extension Application

The following Terms of Reference / Order of the Meeting must be read and observed by any attendees of the Public Meeting of 29th November 2020.

- The meeting will be held remotely by Zoom and will commence at 7pm prompt. Registration details will be provided publicly prior to the meeting.
- All participants will be muted upon entry to the meeting except for the Chair and Clerk.
- The Clerk will manage all speaking and order of the meeting in accordance with instructions by the Chair.
- Any person making offensive, inflammatory or inappropriate comments will be removed from the meeting.
- A total of 30 minutes will be given for Cllrs to hear from those supporting or opposing the licence application. As many individuals as possible will be allowed to speak during the respective allocated 30 minutes, and participants are encouraged to be brief and concise and avoid repeating what other participants have said. It will suffice for a participant to say "I support and agree with the previous participant".
- Timings will be managed by the Chair and all efforts will be made within the time constraints to allow everyone who wishes to speak to do so.
- Participants will be allowed to speak in turn by putting up their hand on screen and will be unmuted by the Clerk at the time they wish to speak. Participants will be allowed to speak in order of the Clerk seeing the person show their hand and everyone is asked to be patient. Under no circumstance should participants unmute themselves.
- Cllrs will listen to all comments made, either in favour or against the licencing extension application however no decision will be made on the evening of the public meeting.