

SOMERSET RIVERS AUTHORITY BOARD MEETING – GUIDANCE NOTES

**Wednesday 31 January 2018
10am in the Mendip District Council Chamber,
Cannards Grave Road, Shepton Mallet, BA4 5BT**

For further information about the meeting, please contact Helena Ferguson or Sarah Diacono on tel. (01823) 355111 or email sra@somerset.gov.uk

This meeting will be open to the public and press.

The agenda, reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the Somerset Rivers Authority's website on <http://www.somsetriversauthority.org.uk/about-us/board-meetings-and-papers/>



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1 **Inspection of Papers**

Any person wishing to inspect reports or the background papers for any item on the agenda should contact Sarah Diacono or Helena Ferguson on (01823) 355111 or email sra@somerset.gov.uk

2 **Notes of the Meeting**

Details of the issues discussed and decisions taken at the meeting will be set out in the Minutes, which the Board will be asked to approve as a correct record at its next meeting. In the meantime, details of the decisions and draft minutes will be available on our website 7 days after the meeting has taken place

<http://www.somsetriversauthority.org.uk/about-us/board-meetings-and-papers/>

3 **Public Question Time**

At the Chairman's invitation you may ask questions and/or make statements or comments about **any matter on the Board's agenda**. You may also present a petition on any matter within the Board's remit. **The length of public question time will be no more than 30 minutes in total.**

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been signed. However, questions or statements about any matter on the agenda for this meeting may be taken at the time when each matter is considered at the chair's discretion.

If you wish to speak at the meeting or submit a petition then you will need to submit your statement or question in writing to Helena Ferguson by 12.00pm on Friday 26 January 2018. You can send an email to sra@somerset.gov.uk or send post for attention of Helena Ferguson, Somerset Rivers Authority, C3 County Hall, Taunton, TA1 4DY.

You must direct your questions and comments through the Chairman. You may not take direct part in the debate.

The Chairman will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chairman may adjourn the meeting to allow views to be expressed more freely.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred because you cannot be present at the meeting.

Remember that the amount of time you speak will be restricted normally to two minutes only.

4 **Access and Attendance**

The Board meeting in Mendip Council Chamber is open to the public but there is limited capacity for health and safety reasons. All those attending the Board meeting should use the main entrance and sign in at reception. This may take a few minutes so please arrive early.

The Council Chamber has a maximum capacity of 50, and this cannot be exceeded. If numbers attending exceed capacity then priority will be given to those who have registered to speak at Public Question Time and thereafter admittance will be on a first come, first served basis.

Mendip Council Chamber is wheelchair accessible. If you require assistance on the day then officers will be on hand to assist.

You can find car parking at the nearby Commercial Road Car Park, BA4 5DX.

5 **Hearing Aid Loop System**

To assist hearing aid users, Mendip Council Chamber is fitted with a hard of hearing

loop system. If you wish to use this please let officers know in advance by sending an email to sra@somerest.gov.uk

6 Emergency Evacuation Procedure

The emergency evacuation procedures are displayed on notices through the Mendip District Council offices.

7 Recording of meetings

The Somerset Rivers Authority 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 Facebook and Twitter or other forms of social media to report on proceedings and a designated area will be provided for anyone who wishing to film part or all of the proceedings. No filming or recording will take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to Helena Ferguson so that the Chairman can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public aren't filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

The Somerset Rivers Authority will be undertaking audio recording of its Board meetings in order to have a verbatim record of what was discussed.

A copy of the Recording of Meetings Protocol should be on display at the meeting for inspection, alternatively contact Helena Ferguson in advance.