



HELSTON TOWN COUNCIL

Konsel an Dre Hellys

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Pamela Lavelle Town Clerk

Welcome and thank you for attending a public meeting of Helston Town Council. The following information should help you to follow the course of the meeting and to be able to identify the appropriate moment for your possible contribution. Please read this carefully. If there is something that you do not understand, and the meeting has yet to start, please speak with an officer or member of the Council.

- Each meeting will have a pre-printed agenda that will be available where you are seated. If you do not have one, a Member or Officer of the Council will pass one to you.
- All meetings of Helston Town Council are open to the public and will usually have an opportunity for public participation. This moment of the meeting will be clearly shown on the agenda.
- The agenda is followed item by item but the Chair of the meeting may move items so as to convenience visiting speakers or members of the public.
- When it comes to Public Participation this is your only opportunity to speak. Please raise your hand to indicate to the Chair of the meeting that you wish to speak. When selected please stand and speak into the microphone that will be passed to you. Please address your comments to the Chair; you have **three minutes**. It is the Chair's decision whether to extend the time allowed. If you are part of a group of people addressing the same issue please do not re-state points already made but restrict yourself to material that has not already been brought to the Council's attention.
- You are free to leave the meeting at any point but it would be helpful if you would choose to leave between agenda items.
- If you would like to comment on any aspect of the meeting please contact the Town Clerk's office by telephone, letter or email or in person at the appointed times displayed on the office door.

Thank you again for attending this meeting – your presence is very much appreciated by all Members of this Council.