

Public Information Sheet - Full Council

Ceremonial Business – Full Council

Please note that the Annual Meeting of Council includes the Mayor Making ceremony, where the Lord Mayor for the 19/20 Municipal Year will be appointed. As such, the seating in the public gallery is primarily reserved for guests of the incoming Lord Mayor. An overflow room for viewing the proceedings via video screen will be available if capacity in the gallery is exceeded

Public Forum – Full Council

You can find papers for all our meetings on our website at www.bristol.gov.uk.

Under the Council's constitution, there is no provision for public forum at the Annual Council meeting. However, in consultation with the Mayor and Party Group Leaders, the Lord Mayor has determined that written statements from members of the public will be accepted for this meeting on the following basis:

1. The wording of all written statements must be submitted by the deadline of midday the day before the meeting, Monday 20th May 2019. Please note that public questions are not permitted on this occasion. Statements should be sent to democratic.services@bristol.gov.uk
2. Statements for this meeting must be about the reports included on the agenda.
3. Details of all statements submitted will be sent to the Lord Mayor, Mayor and all Councillors as soon as possible after the above deadline.
4. Please note there will not be an opportunity at the meeting for the oral presentation of any statements.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record.

We will try to remove personal information such as contact details. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the council's website.

Other formats and languages and assistance for those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.



Committee rooms are fitted with induction loops to assist people with hearing impairment. If you require any assistance with this please speak to the Democratic Services Officer.

Security Arrangements for Full Council

Please note: if the alarm sounds during the meeting, everyone should please exit the building via the way they came in, via the main entrance lobby area, and then the front ramp. Please then assemble on the paved area between the side entrance of the cathedral and the roundabout at the Deanery Road end of the building.

If the front entrance cannot be used, alternative exits are available via staircases 2 and 3 to the left and right of the Council Chamber. These exit to the rear of the building. The lifts are not to be used. Then please make your way to the assembly point at the front of the building. Please do not return to the building until instructed to do so by the fire warden(s).

The public gallery in the Council Chamber is available to observe the Full Council meeting.

The Lord Mayor has determined:

- Attendees should please be quiet and not interrupt proceedings.
- Large bags will be left at reception.
- All loud hailers, banners, and placards must be left at the main entrance and will not be permitted to be brought into the building.
- The Council reserves the right to remove any person who disrupts the proceedings. In appropriate circumstances, the police may be called.

Under our security arrangements, all members of the public (and bags) will be searched. This applies to all members of the public attending the meeting in the interests of helping to ensure a safe meeting environment for all attending. Visitors' bags are liable to be searched prior to entry, and entry is conditional upon visitors consenting to be searched. Searches are carried out to ensure that no items which may interrupt proceedings are brought into the building. This includes weapons, loud hailers, banners, and placards. Small notices may be acceptable if they are not obstructive or offensive (no more than A4 size).

