

# Public Information Sheet

## Budget Council

### Public Forum – Budget Council

You can find papers for all our meetings on our website at [www.bristol.gov.uk](http://www.bristol.gov.uk).

Members of the public may present a petition or make a written statement to Budget Council meetings. Please submit it to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk).

Petitions and Statements can only be about the budget report presented to Council. For further information about procedure rules please refer to our Constitution <https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>

#### **Petitions from members of the public**

- Petitions must relate only to the budget item on the agenda.
- Petitions must include name, address and details for the wording of the petition.
- The person presenting a petition will be asked to read out the objectives of the petition with one minute allowed.
- A written reply will be provided to the lead petitioner within 10 working days of the Full Council meeting.

#### **Statements**

- Statements must relate only to the budget item on the agenda.
- Statements should be received no later than **12.00 noon on Thursday 20<sup>th</sup> February**.
- For this meeting statements will not be invited to be read out. They will be circulated to the Lord Mayor, Mayor and Councillors in advance and noted at the meeting.
- There can be one statement per person and any statement submitted should be no longer than one side of A4 paper.
- For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

#### **Questions**

- There will be no public forum questions invited for this Budget Meeting.

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.



The information contained within public forum submissions are the views of those individuals and do not reflect the views of Bristol City Council

### 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.

### Arrangements for Budget Council

The public gallery in the Council Chamber is available for members of the public 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. Small notices may be acceptable if they are not obstructive or offensive (no more than A4 size).

As part of the drive to reduce single-use plastics in council-owned buildings, please bring your own water bottle in order to fill up from the water dispenser.

