

From page 51 – Chapter 2, Part 2: Council Procedure Rules of the Constitution

Business

3.4 Business at ordinary meetings will be to:

- a) Appoint a person to preside if neither the Mayor nor the Deputy Mayor is present or able to act
- b) Receive any apologies for absence from Members
- c) Approve as a correct record the minutes of the last meeting
- d) Consider any matter which, by reason of special circumstances to be specified in the minutes of the meeting, the Mayor considers should be considered at the meeting as a matter of urgency
- e) Receive any declarations of interest from Members
- f) Receive any announcements from or on behalf of the Mayor or the Leader. An announcement being a formal communication of items of news or matters of public interest to the Council.
- g) Allow 10 minutes at the start of the meeting to receive any public request to speak on any topic of importance
- h) Answer questions from members of the public
- i) Receive petitions from Members and from members of the public in accordance with the authority's Petition Scheme and Rule 14 below
- j) Make any appointments that fall to be made to Committees, Outside Bodies, Statutory and Other Panels
- k) Deal with any business deferred from the last Council meeting
- l) Receive any reports from the Overview and Scrutiny Committees, the Standards and Audit Committee, or other Committees of the Council
- m) Receive a report from the Thurrock Youth Cabinet at least annually
- n) Receive reports from the Statutory Officers
- o) Receive reports from the Cabinet or from Members of the Cabinet
- p) Receive any reports from the Chairs of Overview and Scrutiny committees

- q) Answer questions received from Members in the order in which they were received
- r) Receive reports from Members and Officers attending as the authority's representatives on outside bodies about the business of joint arrangements, boards and partnership bodies and external organisations
- s) Receive for information the minutes of Committees
- t) Consider motions from Members in the order in which they were received

Wording for new section:

“The Mayor shall accept any submission for a member of the public to speak for up to three minutes on a topic relevant to Thurrock. The topics must be set out in writing to the Monitoring Officer, to be received by Democratic Services, no later than 5.00pm six working days prior to the meeting.

The Monitoring Officer shall place the topic on the agenda for the next meeting of council unless, in his/her opinion:

- a) the request does not comply with the requirements of Rule 14.5 above
- b) the topic is defamatory of an individual, offensive, discloses confidential or exempt information, names or clearly identifies an employee of the authority, or otherwise infringes the proper conduct of local government
- c) the topic is substantially the same as a topic which has been previously been received within the past three months, and there has been no significant and relevant change of circumstances since the previous topic was presented; or
- d) the topic discloses, or the content is likely to disclose, confidential or exempt information.

No further questions or clarifications from members of the public or the chamber will be allowed in these three minutes.”