

What happens at council meetings?

Council meetings usually start at 4pm. The Council Officer will announce the Provost. After that, all officers and members will rise to allow the Provost to take the chair. We will then deal with the items of business that have been put forward as they appear on the agenda. If all the councillors do not agree, a vote will be taken to decide the matter. If you would like copies of the agenda and related reports (not including any that are confidential), please ask the clerk.

Is a record taken of the meetings?

The official record of council meetings is contained in the 'minutes'. This is not a word-for-word record but a record of our decisions.

Who can help me?

If you have any questions about this leaflet or would like more information, please contact:

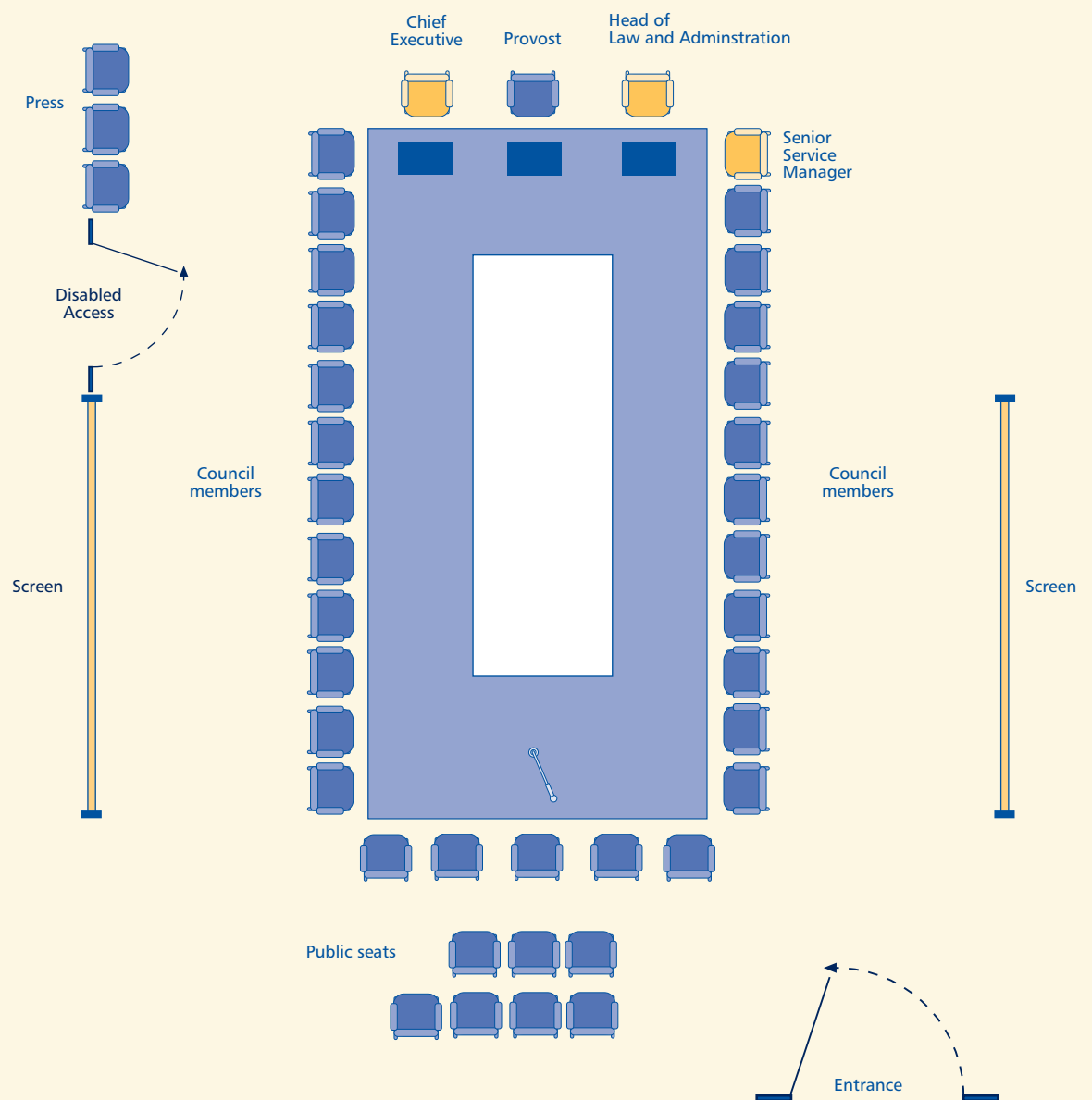
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A visitors' guide to council meetings

Council meeting

Who sits where?



Introduction

If you live in Angus, we are your council. We have prepared this guide to explain what happens at a council meeting. It is not a full statement of all the rules that govern council meetings, but should give you an insight into what happens during a council meeting.

When and where does the council meet?

The full council meets around once every six weeks, with a break during the summer. The meetings are usually held in the Town and County Hall, Forfar, and normally start at 4pm.

Can the public come to the meetings and where do they sit?

In most cases, the council meeting is open to the public and press and they are very welcome to sit in and follow the proceedings. Occasionally, we may have to sit in private for legal reasons or reasons of confidentiality. Access to the Council Chambers is from the first floor of the Town and County Hall. There is also disabled access. The public seats are at the back of the Chambers. A plan showing the layout is at the end of this leaflet.

Who comes to council meetings?

The 29 councillors come to the meeting. They sit round the table, with the Provost as the chairperson. The Chief Executive and the Head of Law and Administration sit beside the Provost at the top of the table. There will also be at least one officer from each of our departments. The press and representatives of the media also come to meetings to report what happens.