

## **Information for Members of the Public**

### **Access to information and meetings**

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the Agenda, which is usually published five working days before the meeting, and Minutes once they are published. Dates of the meetings are available on the Council's website, or from the Democratic Services Section (see details below).

### **Fire Alarm**

All meetings shall be adjourned immediately on hearing the sound of the fire alarm. The alarm is a continuous siren. On hearing the alarm please leave the building by the nearest emergency exit. There are emergency exits at each end of the Committee Suite. On leaving the building please assemble in St. Cuthbert's Churchyard next to the Town Hall. Please do not return to the building until you are told to do so by a Council employee.

### **Toilets**

There are male, female and disabled toilets in the Committee Suite area on the first floor.

### **Access for Disabled People**

There are allocated car parking spaces adjacent to the main entrance to the Town Hall and also at the rear of the Town Hall for people with disabilities. The Committee Suite is located on the first floor and the entrance to the Public Gallery is on the second floor. Lifts are available to both floors, however if you require assistance please do not hesitate to ask for assistance at the Reception Desk. There is also an induction loop system in the Council Chamber.

### **No Smoking**

Smoking is not permitted in the Town Hall.

### **Mobile Phones, Pagers, Cameras and Audio Recorders**

Please ensure that all mobile phones and pagers are turned off before the meeting begins and note that photography or audio recording is not permitted without prior permission.

### **Private and Confidential**

Occasionally, meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When the Council or a Committee does so, you will be asked to leave the meeting.

## **Public Question Time**

Darlington Borough Council aim to put people first in everything we do. We are committed to encouraging local democracy, improving communication and making our services more accessible. One of the ways we do this is by allowing members of the public to ask questions of the Leader of the Council, Members of the Cabinet, and the Chairs of the Committees, during meetings of the Full Council. If you wish to ask a question at a meeting, or wish to find out more, please pick up the leaflet called 'How to ask a question at a Council Meeting', or contact Paul Dalton in the Democratic Services Section, Corporate Services Department, during normal office hours 8.30 a.m. to 5.00 p.m. Monday's to Thursday's and 8.30 a.m. to 4.30 p.m. Friday's (Direct Line (01325) 388387) or E-mail [paul.dalton@darlington.gov.uk](mailto:paul.dalton@darlington.gov.uk)

Further information can also be found on the Darlington Borough Council website [www.darlington.gov.uk](http://www.darlington.gov.uk)