

## **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).

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.

### **Representation**

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 make representation at Committee meetings, on items on the agenda, at the discretion of the Chair. If you would like further information on how to ask a question at this meeting contact Shirley Burton 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 388233) or E-mail [shirley.burton@darlington.gov.uk](mailto:shirley.burton@darlington.gov.uk)

### **Disability Discrimination Act**

In accordance with the Disability Discrimination Act (1995) the Authority will make every effort to support your attendance at this meeting through making reasonable adjustments. These adjustments could include communication support services e.g. loop system, different format for documents e.g. audio, accessibility issues, wheelchair access, etc. If you require any reasonable adjustments to be made please contact Shirley Burton on Direct Line (01325 388233) as soon as possible prior to the meeting to provide us with an opportunity to assist where possible.

**Car Parking** - There is no dedicated visitor parking at the Town Hall, but there is a pay and display car park at the rear of the building. Please estimate in advance your likely stay and purchase sufficient time, making a note of expiry time. The charge is 80p per hour but it is free after 6.00 p.m. until 8.00 a.m. If your visit or meeting is extended and your time is to over-run you must return to your car and purchase additional time. 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.

### **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.

**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.

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