

## **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. Lifts are available to the first floor, however if you require assistance please do not hesitate to ask for assistance at the Reception Desk.

### **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 Engagement**

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. If you wish to find out more, please 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)