

## Guidance on venues for Council and Committee meetings

1. Meetings of the Council and its Standing Committees (currently Planning only) must be held in the venues advertised, normally the Town Hall or the Council Chamber. (These meetings must not be held in licensed premises)
2. That the Personnel and Protocol Advisory Committee, due to the confidentiality of the items under discussion, should meet in the Town Hall or Council Chamber
3. That the other advisory meetings of the Council meet responsibly at a venue which is considered by the members of that Committee to be a convenient and appropriate location for the members involved
4. That where contentious issues or items which have not been fully prepared for release to the public are to be discussed, such meetings should be held in the Town Hall or Council Chamber
5. That consideration be given to using the Town Hall or Council Chamber for advisory meetings which consist of a larger number of members and/or involve co-opted members
6. That, if any member of an advisory committee wishes for that Committee to meet in the Town Hall or Council Chamber, the committee will meet there accordingly

Note: The guidance, once agreed, would be incorporated into the Council's Standing Orders