

# Attending Council meetings

All Council and Committee meetings are open to the public, except for any exempt (confidential) items specified on the agenda, for which the public will be asked to leave the room.

## Meeting room facilities

Formal committee meetings are usually held in the New Council Chamber which is on the first floor in the old Town Hall building.

A lift is available for those who have mobility problems and a hearing loop is available in the Chamber for those with hearing difficulties.

If you require any assistance or special arrangements please speak to the Committee Clerk before the meeting begins.

## Upon arrival

### For meetings held during the day:

Please go to the Main Entrance and speak to the receptionist who will arrange for someone to show you to the meeting room.

### For meetings during the evening:

The main entrance will be closed. Please go the entrance signposted just beyond it, where there will be someone available to direct you to the meeting room.

## Parking arrangements

### Meetings during the day (9am to 5pm)

Limited short term and disabled parking only is available at the Town Hall during the day. General public parking is not available at the Town Hall offices during the day.

The nearest facility is the Bancroft Road Car Park, which is a short walk from the Council offices.

### Evening meetings (after 5pm)

The Town Hall car park is open to all members of the public on a first-come, first-served basis.

## Webcasting

We are now webcasting some of our public meetings. These meetings will be broadcast live and will then be available to view for a further six months.

You can watch our webcast meetings on the link below.

- [Reigate and Banstead Borough Council webcast site](#)

In attending any meeting you are recognising that you may be filmed and consenting to the webcast being broadcast on-line and available for others to view.

If you do not wish to be filmed by the Council please contact [democratic@reigate-banstead.gov.uk](mailto:democratic@reigate-banstead.gov.uk) before the meeting for advice.

Please be aware, however, that the Council has no control or powers of veto over the public filming or recording, as long as it does not cause a nuisance or interfere with the smooth running of the meeting.

### Webcast terms and conditions

All footage from the webcasts is the property of Reigate and Banstead Borough Council. The people featured in our webcasts have only agreed to appear on our official site.

You are not permitted to download, or upload to any other website, the footage from the Council's official webcasts.

You should be aware that video sharing sites such as YouTube make it a condition of use for you to be the copyright owner and to have the express permission of everyone filmed in order to upload any recordings onto their sites.

### Public right to record meetings

Members of the public have the right to film, audio-record and take photographs at public meetings of the Council and its committees.

You can also tweet or blog or use any other social media as long as it isn't disruptive. Giving a running commentary or talking during the meeting isn't allowed because it would be a nuisance to other people.

We recommend that you contact [democratic@reigate-banstead.gov.uk](mailto:democratic@reigate-banstead.gov.uk) in advance, if you are planning to film at a meeting, so that officers are aware and can offer their support and guidance on the facilities available.

## Contact

Democratic Services,  
Reigate & Banstead Council,  
Town Hall,  
Castlefield Road,  
Reigate,  
RH2 0SH  
[Democratic@reigate-banstead.gov.uk](mailto:Democratic@reigate-banstead.gov.uk)