

PUBLIC SPEAKING AT EDLINGTON TOWN COUNCIL MEETINGS

The Town Council have a 15 minute "Public Speaking" agenda item towards the start of the agenda at each months Town Council meeting. This allows members of the local community to raise any matters of local concern or to ask any questions.

Other than the "Public Speaking" agenda item, there is no other opportunity for the public to speak or participate at the meeting. The following Protocol sets out how the Mayor who Chairs the Council meeting, will manage requests to speak and handle the Public Speaking session generally :-

Public Speaking Protocol

1. The period of time designated for public participation shall not exceed 15 minutes unless directed by the Chairman of the meeting.
2. A member of the public wishing to speak should notify the Town Clerk or Chairman at the start of the meeting. The Chairman will invite those who have indicated their desire to speak at the appropriate point in the meeting and they shall not speak for more than 3 minutes each.
3. When speaking, a member of the public may make representations, answer questions or give evidence to the Town Council.
4. A question raised by a member of the public shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may instruct that a written or oral response will be given.
5. A person who speaks at a meeting shall direct his/her comments to the Chairman of the meeting and only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall confirm the order for speaking.
6. Good manners and respect are expected during the session at all times and members of the public must respect the ruling of the Chairman.
7. The Council cannot take a decision on any issue raised during the public speaking session unless the issue is already scheduled on the agenda for consideration at the meeting. If not, already scheduled, any matter requiring a decision or requesting consideration by the Town Council will be scheduled for the following months meeting.
8. If any detailed issues are to be raised by the public, including matters of a financial nature, then they must be put in writing.
9. Complaints to the Council about any matter for which it has a responsibility cannot be considered under the "Public Speaking" item. These should be put in writing, to be addressed via the Council's adopted complaints procedure.

Please note - That the Chairman of Council will control the public speaking session and that his/her decision upon proceedings, on this part of the meeting, is final.