



PROCEDURE FOR PUBLIC SPEAKING AT COUNCIL MEETINGS

The Council gives wide publicity to Council meetings and welcomes the views of the public.

Members of the public, in addition to raising issues through their District Councillor, have the opportunity to speak or be represented by a spokesperson at the start of ordinary meetings of the Council. These are held approximately six times each year in the Council Chamber at the Town Hall, Royal Leamington Spa normally on Wednesday evenings. The starting times vary between 6 and 7 pm and this information will be shown on the agendas for the meetings.

This advice note tries to answer some of the questions you may have about the scheme of public speaking and what will happen at the Council meeting.

A. *What do I do if I decide I would like to speak?*

You must register your wish to speak by telephoning Members' Services on 01926 456100 or 456114 by 10 am on the day before the Council meeting (which is normally held on Wednesdays). You can also fax us on 01926 456121 or email us at committee@warwickdc.gov.uk.

Dates of Council meetings can be obtained by telephoning those numbers or by looking at the Council's website at www.warwickdc.gov.uk.

B. *Can I speak on any topic I wish?*

No, only on topics that are referred to in the minutes of the meetings of the Executive and committees, which are to be considered by the Council at the meeting.

C. *How long may I speak?*

A maximum period of 5 minutes is allowed for each speaker. If several people wish to speak on the same subject, they will be restricted to an overall total of 5 minutes. The time allowed for all speakers at any one meeting is limited to 20 minutes.

D. *What happens if there are a number of people wishing to speak on the same issue?*

Speakers will be encouraged and helped to contact each other so that repetition can be avoided. This means that you may be given the names, addresses and telephone numbers of other speakers on the same issue and they may be given your details, but only with your permission. It may be helpful for a spokesperson to speak on behalf of all speakers. Where a number of speakers cannot agree on a spokesperson, they will be heard in the order in which they registered their intention to speak, until the 5 minute period ends.

E. Can someone else speak on my behalf?

You may ask someone to speak for you, and a group of speakers may have a spokesperson as mentioned previously.

F. Can I see the Council agenda before the meeting?

Yes. The agenda can be viewed at the following offices 5 working days before the meeting, as well as on the day of the Council meeting itself Riverside House, Milverton Hill, Royal Leamington Spa; and the district Council website.

G. What is the procedure at the Council meeting?

The order of business at each Council meeting will be:

1. Apologies for Absence
2. Approve the Minutes of the last meeting
3. Communications and Announcements by the Chairman of the Council
4. Public Submissions

The Chairman of the Council will introduce item 4 and request the first speaker to make their submission. At the conclusion, if necessary, the Chairman will ask the speaker to clarify points they have made.

If appropriate, the Leader of the Executive, relevant Portfolio Holder, or Committee Chair will make a brief response to any comments raised by members of the public at the time that the minute referred to is reached in the meeting.

H. Further details

If you would like any clarification of the procedure please contact Members' Services either by telephoning (01926) 456114 or 412656 or emailing committee@warwickdc.gov.uk