

14 PUBLIC SPEAKING

- 14.1 At a meeting of the Council a Local Government Elector or Council Tax Payer for the area of the Authority may address Council on any item on the agenda for the meeting, or on any matter in relation to which the Council has functions, or which affects the area of the Council or part of it, or the inhabitants of that area, or some of them.
- 14.2 The provision outlined in 14.1 does not extend to applications for or objectors to:-
- planning permission (see the Council's arrangements for public participation in Planning and Highways Regulatory Committee meetings as outlined in the leaflet available from Democratic Services);
 - any licence, notice or order issued, served or made by the Council.
- 14.3 An address may only be presented at Council if notice has been given by delivering it in writing or by electronic mail to the Chief Executive no later than midday 3 days before the day of the meeting and the notice includes the wording of the address. The Chief Executive shall not accept the notice unless he or she is satisfied that the address is proper to be presented. Late requests to address Council will not be considered.
- 14.4 In presenting an address, the person may speak for not more than five minutes. The speech shall reflect the wording referred to in Rule 14.3 above, and shall not constitute a personal attack upon any person. The person or persons making the address shall be heard in silence. Following the presentation of an address, the appropriate Cabinet Member or Committee Chairman will be given the opportunity to respond to the submission for not more than five minutes.
- 14.5 Addresses shall be presented in order in which notice of them is received by the Chief Executive. There will be a maximum of ten speakers allowed per Council meeting on a first come, first served basis. Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking as part of the registration process. The Head of Governance to be authorised to ask speakers to consolidate their views if there are more than three speakers in the group.
- 14.6 Where the subject matter of an address received is within the terms of reference of Council, it shall be referred to the next convenient meeting of the relevant Council body within whose terms of reference it falls.
- 14.7 Where an address is referred to a meeting of a Council body, that meeting shall either report upon the subject matter to the next meeting of the Council or committee, or include their views upon the subject matter in their next report to the Council or committee.