

# TREWERN COMMUNITY COUNCIL / CYNGOR CYMUNED TREWERN

## PUBLIC SPEAKING PROTOCOL

### **1 Introduction**

- 1.1 This protocol sets out the provisions of Trewern Community Council's scheme of participation at meetings and answers some of the questions that you might have about the procedure and what to expect at the meeting itself. Trewern Community Council welcomes contributions from members of the public and hopes that this procedure will facilitate input from the public, consistent with maintaining the orderly conduct of business.

### **2 What can I speak about at the meeting?**

- 2.1 Members of the public have the right to speak at Community Council meetings on any matter identified for discussion on the Agenda for the meeting.

### **3 Obtaining the right to speak**

- 3.2 A right to speak at a meeting of the Community Council will only be obtained in the following situations:-

3.2.1 Has submitted the request to be heard by Trewern Community Council at least 1 working day before the date of the relevant meeting.

3.2.2 A request should be submitted in writing or via email to the Clerk using the below contact details.

\*Trewern Community Council meetings are held on the third Tuesday of every month except August and December. The agenda will be published on the Community Council website, as well as local noticeboards or can be available on request from the Clerk.

### **3 When will I be able to speak?**

- 3.1 A 15 minute slot will be set aside towards the beginning of each Community Council meeting to enable up to 5 members of the public to make an individual representation of up to 3 minutes. Each representation must be directed through the Chair.

### **4 What is the order of speaking on each item at the Meeting?**

- 4.1 The Chair of the Meeting will introduce the individual and invite representations in the following order:

4.1.1 The individual will be asked to identify the item they wish to address the Community Council on;

4.1.2 Members of the Community Council with a personal or prejudicial interest should act accordingly, by following the Code of Conduct and disclosing the interest, withdrawing from the room where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless s/he has obtained a dispensation from the Standards Committee;

4.1.3 The individual will be asked to address the meeting.

**5 For how long will I be able to speak?**

- 5.1 Each address will be limited to 3 minutes, subject to the discretion of the Chair. There will be a maximum of 5 representations per meeting.

**6 How will I participate?**

- 6.1 Individuals may address the Community Council, however, no dialogue or discussion will be permitted.

**7 If I cannot attend the Meeting in person, can I still make a representation to the Council?**

- 7.1 Where a written representation is submitted and the author is not present at the Meeting, the Clerk will be asked to read the relevant communication

NB - Laws of slander are very strict. If you say something, in public, about a person which is untrue, even if you believe it to be true, you may be at risk of legal action. You should think carefully about any criticisms you make about people in public speaking.

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Trewern Community Council adopted this Public Speaking Protocol at its meeting on:

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Signed:.....Date:.....

Print Name:.....

Position:.....

Version No:.....

Review Date = Annual

Amended or Reviewed	Date	Version No	Who
Approved			