

QUEEN'S PARK COMMUNITY COUNCIL

Your RIGHT TO SPEAK at meetings of the Council/Committees

Procedures at meetings

Most meetings start at 6pm in the Beethoven Centre and are held on Wednesday evenings.

Members of the public have the right to address meetings of Queen's Park Community Council and Committees. Speakers can raise questions, make statements or express concerns within the allotted three minutes.

Begin by giving your name and address and whether you are speaking as an individual or as a representative of a group.

It is useful to prepare some notes in advance to ensure that all the important points are covered. Try to be brief and to the point. For planning applications, comments include access, impact on neighbours or the character of the area.

Bring an extra copy of any prepared statement for the Director.

It is important that defamatory statements are avoided. There is no legal protection for comments made at meetings.

The Chairman of the meeting has the discretion to respond immediately if it is deemed appropriate, or to refer the issues raised to a more appropriate Committee or arrange for a written reply.

The speaker has the right of a supplementary question if an oral reply is given.

Speakers do not have the right to ask other speakers, officers or Councillors direct questions. Generally, Councillors, through the Chairman, do not ask questions of the speaker. However, there may occasionally be the need for clarification and therefore Councillors may ask questions, at the discretion of the Chairman.

Speakers need to be aware that they are only entitled to speak when invited to do so by the Chairman. This is usually during the public participation section of the agenda.

No person is entitled to speak at any other point in the meeting.

If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period to restore order.

Please arrive at the Beethoven Centre at least 10 minutes before the meeting is due to start and make yourself known to the Director. This allows time for an explanation of the procedures and collection of your details, i.e. name, address, organisation of which you are a representative (if any).