

9. PUBLIC SPEAKING RIGHTS AT COUNCIL, CABINET AND COMMITTEES

Note:

- 1. The Council has approved arrangements whereby members of the public may speak at meetings and otherwise contribute to the business of the council.*
 - 2. West Somerset Council is happy to provide the opportunity for members of the public to make their views known directly to councillors at formal meetings*
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- 9.1** Some people may feel strongly about a subject and accordingly may wish to make their views known at the meeting to those who are making decisions or considering local issues
 - 9.2** Speeches and written representations can only be made regarding items listed on the agenda.
 - 9.3** Anybody wishing to speak at a meeting must inform the Committee Services team by 4 pm on the previous working day before the meeting.
 - 9.4** The Chairman of the meeting will invite people who have requested to speak to do so after the relevant report has been presented but before Councillors debate the issue. Where an application is involved the applicant will be the last member of the public invited to speak on the topic.
 - 9.5** A three minute time limit applies at all meetings to each speaker subject to the discretion of the Chairman.
 - 9.6** Speakers will be invited to direct their comments and statements to the Chairman of the meeting.
 - 9.7** Members of the public must not communicate with Councillors during a debate.
 - 9.8** If the Chairman of the meeting determines that a response is needed, it will be given either orally at the meeting or a written reply made within five working days of the meeting.
 - 9.9** A time limit may be imposed by the Chairman of the meeting if he/she believes that the scheme is being abused.
 - 9.10** Written representations must be received by the Committee Services team at least 24 hours before the start of the meeting.

9.11 Written material will be pinned to a notice board in the room where the meeting is to be held at least 30 minutes before the start of the meeting.