



MONTGOMERY TOWN COUNCIL

CYNGOR TREF TREFALDWYN

Public Speaking Protocol

Members of the public have the right to speak at Council Meetings on any matter identified for discussion on the Agenda for the meeting.

This protocol sets out provision of the 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. The Town 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.

If I want to speak how do I arrange it?

Members of the public are allowed at any meeting of the Council to make representations on any item contained on the Agenda. A request for participation in the public session should be submitted, if possible, in writing, e mail, to the Town Clerk by 12 noon on the day of the meeting. (Agenda's for all meetings are advertised on the Notice Board and Montgomery Town Council webpage).

When will I be able to speak?

A 15 - minute slot will be set aside towards the beginning of each meeting to enable up to 4/6 members of the public to make an individual representation of up to 5 minutes.

To whom do I address my representation?

Each representation must be directed through the Chair.

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

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

- The individual will be asked to identify the item they wish to address the Council on;
- Members of the Council with a personal or prejudicial interest should act accordingly;
- The individual will be asked to address the meeting.

For how long will I be able to speak.

Each address will be limited to 5 minutes, subject to the discretion of the Chair. There will be a maximum of 4/6 representations per meeting.

How will I participate

Individuals may address the council; however, no dialogue or discussion will be permitted.

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.

Adopted by Montgomery Town Council

Date 26.06.2020

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