



LISKEARD COUNCIL
WORKING FOR YOU

LISKEARD TOWN COUNCIL

Procedures for Public Speaking at Town Council and Committee Meetings

Liskeard Town Council is committed to public participation, engagement and consultation. Members of the public are welcome to put their views at a meeting directly to the Council or Committee when local issues are being considered.

Who can speak?

Anyone who has an interest in an item on the agenda.

In the event of more than one person wishing to comment on an item, the Council requests that points previously raised are not repeated. If there are a group of people attending with similar views it may be useful to appoint a speaker to speak on behalf of the group. The Chair will use their discretion to guide speakers.

How much time is allowed for speakers?

The normal time allowed for public participation is 15 minutes per meeting, although individuals are limited to a maximum of 3 minutes, unless the Chair permits otherwise.

The Chair has discretion to extend the public participation section where there is considerable public interest in an item or items to be considered at that meeting.

Members of the Council may ask questions if they require clarification or further information on the points you have raised.

Do you need to register to speak?

No. On arrival/joining you will be asked for your name. At the start of the public participation section on the agenda the Chair will ask for all requests to speak.

When and where are meetings held?

Council and Committee meetings are usually held on a Tuesday evening (Planning Committee meets on a Monday evening) at 7.30pm. A calendar of meetings is available at [Events Archive - Liskeard Council](#) however these are subject to change.

Agendas are posted on the Town Council website [Liskeard Town Council Committees Overview](#) and displayed at the Public Hall approximately 5 days before the meeting. The agenda will provide details of the date and location of the meeting.

Can you ask questions?

Yes, but only during the public participation section.

How will your representations be recorded?

A summary of the comments made will be included in the minutes.

The Council decision

The Council will consider the item when it reaches that point on the agenda, and following discussion may make a resolution as to the course of action it plans to take. You may remain at the meeting to listen to the discussion and resolution made but will not be permitted to ask questions or raise any further points after the public participation section has been concluded.

Bullying and Harassment Statement

We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse, or harassment. Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

- Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.
- The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff.

This policy applies throughout all Council Meetings, but it also applies to any Councillor or Council Staff away from Council Meetings.