



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 you will be asked to sign in (for health and safety requirements). 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 in the Council Chamber at the Public Hall. A list of scheduled meeting dates is available to download at <https://www.liskeard.gov.uk/wp-content/uploads/Schedule-of-Meetings-for-the-Civic-Year-2019-2020-4.pdf> however these are subject to change.

Agendas are advertised on town council notice boards (Public Hall and Pike Street) and the Town Council website <https://www.liskeard.gov.uk/> on the relevant Council/committee page approximately 5 days before 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.