



Haslemere Town Council **Process for public speaking at Council Meetings** **(Adopted 2025)**

Haslemere Town Council welcomes questions and statements from local residents / organisations at any of its meetings that are open to the public. Occasionally the press and public are excluded from council meetings, usually due to the confidential nature of the business to be transacted, for instance staff matters. The Town Clerk or other council officer can advise.

Process for public participation

1. Before the meeting starts, the clerk of the meeting will greet any member of the public in attendance and find out whether they would like to speak, and if so on what subject.
2. The Clerk will pass that information to the chairman of the meeting.
3. At the beginning of the 'Representations by the Public' agenda item the Chair will welcome the members of the public and explain that they may:
 - i. Make a statement; or
 - ii. Ask a question relating only to the business of the Council or relevant Committee; or
 - iii. Present a petition of at least ten signatures;
4. The Chair will ask member of the public shall identity themselves before speaking;
5. At the chair's discretion and subject to ensuring a balance of views is heard, the number of members of the public permitted to speak for or against any one subject may be limited.
6. All matters shall be addressed to the Chairman and the time allowed for making a statement or asking a question shall not exceed four minutes, unless otherwise directed by the Chairman of the meeting;
7. The person presiding may allow Councillors to ask questions of the member of the public to clarify what is being said, but all such requests shall go through the Chair.
8. If the representation relates to an agenda item for the meeting in progress, the Chair may consider bringing that item forward so that it can be considered directly after the person has spoken.

At the end of the session set aside for public speaking, the chair will:

Confirm that Council acknowledges their statement and / or

Confirm that the Clerk will provide a written answer to their question and /or

Invite them to submit a formal proposal for whatever it is they want to see.
