



**Haslemere Town Council**  
**Guidance 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.

There is limited space in the Council chamber. In addition to Councillors, staff and press, around 20 members of the public can be comfortably accommodated. This is at the discretion of the Clerk.

If a large number of residents plan to attend a meeting, the Clerk should be given as much notice as possible to ensure they can be adequately provided for.

**Full Council and Committee meetings.**

After minutes of the last meeting have been agreed, there is a period of 15 minutes set aside for representations from the public.

Any person who is either resident in the Town or with a business / employment in the Town may do one of the following:

- 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;

**General guidance:**

The member of the public shall identify themselves before speaking at the meeting;

No more than one member of the public shall be permitted to speak for or against any one subject;

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;

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.

All responses to statements, questions or petitions shall be given by the Chair. It is common for them to ask a Council officer to provide a written or oral response after the meeting.

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