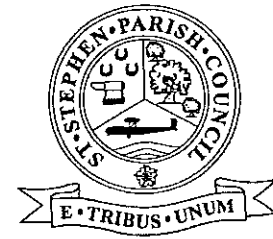


# ST STEPHEN PARISH COUNCIL

In the District of St. Albans, County of Hertfordshire



## ST STEPHEN PARISH COUNCIL PUBLIC SPEAKING POLICY FOR MEETINGS OF THE COUNCIL AND IT'S COMMITTEES

This policy was adopted by the Council at its meeting held on 16 November 2006 item 6.1.

### 1. GENERAL

- St Stephen Parish Council encourages public participation in all aspects of local government and this policy is designed to develop this.
- The policy will apply to all meetings of the Council and its Committees and is in accordance with Standing Order 69.

### 2. PROCEDURE AT MEETINGS OF THE COUNCIL AND IT'S COMMITTEES

- 2.1 Only a resident of St Stephen Parish may ask a question at a meeting.
- 2.2 A resident wishing to ask a question must notify the Clerk of their intention to do so by midday two working days before the date of the meeting to which their question relates.
- 2.3 The resident must provide their name and address and details of the question to be raised.
- 2.4 Questions must address a specific agenda item.
- 2.5 A resident shall be allowed to speak on one occasion only at any meeting for no more than three minutes.
- 2.6 There shall be no more than two questioners per agenda item and no more than four questioners at any one meeting. The Chair may vary this provision in exceptional circumstances.
- 2.7 The total time allocated for public questions at any one meeting shall not exceed twelve minutes.
- 2.8 Questions should not be defamatory, frivolous or offensive, substantially the same as a question put during the past six months or seek the disclosure of exempt or confidential information.
- 2.9 The Chair's ruling shall not be questioned.

### 3. PROCEDURE AT PLANNING COMMITTEE MEETINGS

- 3.1 The procedure under item (2) shall apply except that:
- 3.2 A person who is not a resident of St Stephen Parish may speak.
- 3.3 The number of speakers shall be limited to two per planning application—one in favour and one against.