Kimberley Town Council

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**Public Speaking at Meetings of Kimberley Town Council and its Committees**

**Summary**

There are very clear rules in law about how Council meetings must be run. We are very keen for the public to participate, we have to follow the rules:

* The public are very welcome to attend but by law can’t take part in debates. This also applies if you ask a question.
* The public can only speak during Public Question Time. The maximum time for Public Questions allowed is 15 minutes and no-one can speak for more than 3 minutes.
* The Council does not need to respond to or debate questions raised at the meeting immediately. If a response is simple it may be given at the meeting, otherwise the Council will note the question and respond at a later time, usually the next meeting.
* The Council cannot make a decision about something brought up at the meeting that is not already on the agenda.

You can, as a member of the public, submit questions in advance and if you do we may be able to give a more detailed response either before or during the meeting. There are rules of law for this as well. In simple terms:

* Questions or requests for agenda items need to be submitted 2 weeks before the meeting to appear on the agenda. This may seem a long time but, again, it’s governed by the law.
* The Clerk will be able to advise whether a question or subject is valid.

For a copy of our full policy, please contact The Clerk

Julie Darbyshire

Town Clerk

Kimberley Town Council

July 2023