



## **RUSHDEN TOWN COUNCIL**

*Rushden Hall, Hall Park, Rushden, NN10 9NP*

*01933 316216*

*[www.rushdentowncouncil.gov.uk](http://www.rushdentowncouncil.gov.uk)*

### **How To Have Your Say At A Council Meeting**

This form explains what to do if you want to speak about an item or present a petition at a Town Council or Committee meeting.

Rushden Town Council makes its decisions at Council and Committee meetings. These meetings are open to the public although you may sometimes be excluded if anything confidential is being discussed.

#### **Who can speak?**

A period of not more than 3 minutes will be allowed at Council meetings (except the Annual Town Meeting), and Committee meetings (except Sub Committees), to give people the chance to speak about an item at the meeting, present a petition or ask a question. Where several people want to speak on the same issue, they will be asked to choose one spokesperson to represent their position on the issue. Requests will otherwise be dealt with on a "first to ask, first served" basis.

#### **How do I arrange to speak?**

To speak at a meeting you must tell the Town Council before the meeting. Requests to speak at a meeting must be received in writing by the Clerk to the Council's Office not less than 2 working days before the meeting is due to take place. You can send us a letter, or you can use the form on this leaflet. You can also ring the Council's Office on 01933 316216 or e-mail [info@rushdentowncouncil.gov.uk](mailto:info@rushdentowncouncil.gov.uk).

An item may be discussed at other meetings before a decision is made. Usually, you will only need to speak at one of these meetings.

#### **At the meeting:**

You may speak for up to 3 minutes, after which you will be asked to stop by the Chairman. All debate and decisions are made by Councillors only. You may not take part in Council or Committee debate, or vote on issues.

**We ask you not to:**

- Ask individual Councillors or council staff direct questions.
- Disclose any confidential or exempt information.
- Be abusive.
- Make statements of a personal or defamatory nature (which could result in legal action against you).
- Interrupt other speakers or the Council debate.

**Speaking at Town Council Meetings**

You can use this form to ask to speak about an item or present a petition at a Town Council or committee meeting; present a petition or ask a question.

I wish to speak /present a petition at a Town Council/Committee meeting:

Name of Meeting..... on (date).....

I want to speak about/my petition is about:

.....  
.....

Name (please print) .....

Address .....

Tel. No.....

Date of submission.....

This request must reach us before 4pm at least 2 working days before the meeting at which you wish to speak.

**Send this form to:**

The Clerk, Rushden Town Council, Rushden Hall. Hall Park, Rushden, NN10 9NT

### **Other Information**

Meetings are held in the Council Chamber at Hall Park, Rushden. A calendar of council and committee meetings is available on request from the Council's Office on 01933 316216 or e-mail [info@rushdentowncouncil.gov.uk](mailto:info@rushdentowncouncil.gov.uk) .

*Nothing in these arrangements shall supersede the council's procedure rules for the proper conduct of the meeting.*

### **The Chairman's authority at a meeting is final.**

If English is not your first language and you would like help with interpretation or translation at the meeting, please contact the Council's Office on 01933 316216 or e-mail [info@rushdentowncouncil.gov.uk](mailto:info@rushdentowncouncil.gov.uk).

MA Coleman  
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