



Our reference  
F19/13/04-D22/19997

## Stratford District Council Request to speak at a Public Forum

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organisation (If representing an organisation): \_\_\_\_\_

Subject Matter: \_\_\_\_\_

\_\_\_\_\_

Written Material Supplied (if any): \_\_\_\_\_

Special Equipment Requirements ie. data projector, screen:

\_\_\_\_\_

Approved/Declined & Rationale:

\_\_\_\_\_  
Chief Executive/Chairperson

\_\_\_\_\_  
Date:

## **CRITERIA**

### **Where to Come**

All meetings are held in the Council Chambers, 63 Miranda Street, Stratford and are advertised in the local Press and on Councils website.

### **When to Come**

For general comments you need to contact us and let us know what subject you'd like to comment on. We will let you know of the next relevant meeting and will advise you of the approximate time that you will be able to speak.

It is important that you arrive at the meeting at least 10 minutes before your allocated time. If we are ahead of schedule you may be asked to speak earlier than your allocated time.

### **Acceptance to Speak**

- Members of the public are required to register an interest in speaking in the public forum with notice being required to the Chief Executive detailing the name of the speaker(s), organisation represented, contact details, meeting they wish to present at, and any specific matter on the agenda that is related. Normally the meeting is on a Tuesday, so the Chief Executive needs to know by the Wednesday prior so that the item can be put on the agenda.
- A maximum of three members of the public will be heard at any one time and normally may only speak once in a three month period.
- The Chairman (District Mayor) may refuse applications which are repetitious, or offensive or may impact on Council's legal liability.
- Councillors will be emailed with details of those speaking.
- Should the speaker have handouts they will be asked to provide sufficient copies for members on the day (15 copies required).

### **Conduct in a Meeting**

- Each person will speak for a maximum of ten minutes (generally eight minutes and allow two minutes for questions).
- Members of the meeting may question the speaker for clarification through the Chair but cannot debate the matter with the presenter.
- The Chairman can rule the speaker ineligible to continue if the presentation is one in which Council does not have a direct interest or responsibility, is irrelevant or insulting, or most appropriately addressed by other means.

### **Public Forum - Other**

- Notwithstanding the rules where the Chairman determines it is urgent or of public interest then it can be heard without the requisite notice.
- At the end of the public forum the Council will discuss if the issues raised need to be referred to staff.