



## MARLBOROUGH TOWN COUNCIL

### COMMITTEE MEETINGS

### PUBLIC QUESTION TIME - GUIDANCE

Members of the public are welcome and encouraged to come along to Council meetings. Although there is no right to speak during these meetings, there is a period of 10 minutes set aside for Public Question Time just before the formal agenda starts when questions can be asked on any issue affecting the community. Here are some guidelines:

- The Chairman controls this session which is minuted
- Each speaker can speak for up to 3 minutes or as decided by the Chairman (*If there is a keen interest in an issue, it is sensible for a spokesperson to be identified to speak rather than the same point being repeated*)
- A question need not require a response at the meeting nor start a debate. The Chairman may direct that a written or oral response is given
- A person should raise his/her hand when wishing to ask a question and then stand when speaking (except, of course, if that person has a disability or is likely to suffer discomfort). Before speaking, it is helpful if that person gives his/her name
- The question should be directed to the Chairman of the meeting
- Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct in which order this will be.

The rules around how meetings are run are set out in the Town Council's Standing Orders which can be downloaded at [www.marlboughtowncouncil.gov.uk](http://www.marlboughtowncouncil.gov.uk)

*A Suspension of Standing Orders allowing members of the public to speak during a Council meeting is permitted only via a resolution of the Council.*



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