



# RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northampton. NN9 6LT  
Telephone: (01933) 622 087, Fax: (01933) 622 622  
E-mail:- [info@raunds-tc.gov.uk](mailto:info@raunds-tc.gov.uk), Website: [www.raunds-tc.gov.uk](http://www.raunds-tc.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.

Raunds 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 2-minutes will be allowed at Council meetings (except the Annual Town Assembly), 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 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, use the form on this leaflet, ring the Council's Office on 01933-622087, e-mail [info@raunds-tc.gov.uk](mailto:info@raunds-tc.gov.uk), or contact us through other messaging service e.g. Facebook Messenger

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 2 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.

Where a meeting is held virtually you will also need to be aware of the virtual meeting protocol.

**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.

**Adopted June 2008**

**Re-affirmed September 2010**

**Amended January 2015, To Be reviewed Biennially.**

**Re-affirmed February 2018, Amended December 2020**

## 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 Office of the Clerk to the Council, Raunds Town Council, Council Offices, Thorpe Street, Raunds, Northants. NN9 6LT.

### **Other Information**

Meetings are held in the Council Chamber, Council Offices, Thorpe Street, Raunds, Northants. NN9 6LT. A calendar of council and committee meetings is available on request from the Council's Office on 01933-622087 or e-mail [info@raunds-tc.gov.uk](mailto:info@raunds-tc.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 01933-622087 or e-mail [info@raunds-tc.gov.uk](mailto:info@raunds-tc.gov.uk).