Warwick Town Council Meetings

Full Council – there is a public session

Allotments Committee
Community & Culture Committee
Economic and Tourism Committee
Planning Committee

Full details of the Council's scheduled Meetings can be found on our website.

www.warwicktowncouncil.gov.uk

The Town Council recognises that it can be a daunting task to address a public meeting. It will help if you prepare what you are going to say before you come to the meeting, then practice saying it and time it. Be concise and focus on your key points. You do not have to fill the allocated five minutes, but this is the maximum time you will have. The Chairman of the Meeting may disallow any questions or representation which in his/her opinion is improper or irrelevant to the business to be discussed.

A large print version of this leaflet is available on request from the Town Clerk

Publication Scheme

Warwick Town Council is subject to the provisions of the Freedom of Information Act, 2000. This gives members of the Public a general right of access to record information held by the Council. Subject to certain exemptions, information held by the Council must be provided within 20 working days of receipt of a request.

In furtherance of its responsibilities under the Act, the Council has adopted a Publication Scheme which sets out the categories of information which the Council, as a matter of routine, will publish and make available to the general public. Much of this information is included within our website.

Further details of the Scheme can be obtained by contacting the Town Clerk.

If you wish to obtain information about the Council, which is not routinely published, and which falls within the general right of access under the Freedom of Information Act, you should write to the Town Clerk, or send an e-mail. You must include your contact details and sufficient detail to enable the Council to identify the information requested.

Depending on the amount of information requested, a charge may be required.

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PUBLIC SPEAKING AT COUNCIL MEETINGS

Information and advice leaflet

Members of the public have the right to speak at Meetings of the Town Council on any matter identified for discussion on the Agenda.

This leaflet sets out the provisions of the Council's scheme of participation at meetings and answers some of the questions that you might have about the procedure and what to expect at the Meeting itself. The Town Council welcomes contributions from Members of the public and hopes that this procedure will facilitate input from the public, consistent with maintaining the orderly conduct of business.

Q.   If I want to speak, how do I arrange it?

A.   Members of the public will be allowed at each Meeting of the Council and Meetings of the Standing Committees of the Council to make representations, answer questions or give evidence on the business to be transacted. Notification of participation in the public session should be submitted, if possible, in writing, to the Town Clerk prior to commencement of the meeting or, alternatively, on the same day of the meeting.

Q.   To whom do I address my representation?

A.   Each representation, answer to a question or item of evidence must be directed through the Chair who may request another Member, or the Town Clerk, to respond as appropriate

Q.   What is the order of speaking on each item at the Meeting?

A.   The Chair or the Meeting will introduce the item and invite representations in the following order:
        Members of the Council with a prejudicial
        interest Members of the public

Members of the Council with prejudicial interests will leave the meeting after they have made their representations and take no further part in the discussion or voting. The item will then be debated.

Q.   For how long will I be able to speak?

A.   Each representation, answer to a question or item of evidence shall not exceed five minutes, subject to the discretion of the Chair. In the case of there being a significant number of representations which would exceed the time available to deal with them, the Council will allocate time equally between individual members of the public and councillors with a prejudicial interest. The total time allowed for representations at Meetings of the Council is 30 minutes.

Q.   After making my representation, will I be able to make further comments / observations?

A. No. once the public forum is concluded the Committee will debate the matter under discussion and no further contribution from the public will be permitted.

Q.   Can I use visual aids?

A.   Any written or photographic material should be forwarded to the Town Clerk in good time before the meeting. Only in exceptional circumstances will there be sufficient opportunity to use visual aids such as a projector etc, and this must be discussed with the Town Clerk beforehand.

Q.   If I can not attend the Meeting in person, can I still make a representation to the Council?

A.   Where a written representation or question is submitted and the author is not present at the Meeting, the Town Clerk will be asked to read the relevant communication. The answer may take the form of the following.

a)   A direct oral response; or
b)   Where the desired information is contained in a publication of the Council, reference to that publication; or
c)   Where the reply cannot conveniently be given orally, a written answer will be provided to the member of the public subsequent to the Meeting.

A reply shall be notified in writing to the member of the public if she / he is not present at the Meeting.

Q.   Where will the meetings be held?

A.   Meetings are held in the Court House, Jury Street, Warwick, CV34 4EW

Do not forget that the laws of slander are very strict. If you say something, in public, about a person which is not true, even if you believe it to be true, you may be at risk of legal action. You should think carefully about any criticisms you make about people in public speaking.