

KNARESBOROUGH TOWN COUNCIL

Nicola Smith
Clerk to the Council



Office Hours
9:00am – 12:30pm
Monday – Friday

Knaresborough
House
High Street
Knaresborough
HG5 0HW
Tel: 01423 864080

Public Opportunity to Speak Scheme at Knaresborough Town Council Meetings

Option 1

- 1) Members of the public who wish to speak at a Knaresborough Town Council meeting are advised to contact the Clerk of the Council (at Knaresborough House) to ensure that an appropriate item is placed on the agenda. This can be done by giving at least 3 clear working days' notice to the Clerk prior to the meeting (excluding the day on which the agenda is issued and the day of the meeting).
If the Clerk considers the item to be appropriate, the Clerk should then put the item on the next agenda or if not convenient, the following agenda.
- 2) The overall time limit for the public to ask questions or make statements will be 15 minutes per meeting, but no single member of the public will be entitled to speak for more than 3 minutes. The chairman has the right to extend these periods. (SO 3f)
- 3) Members of the public wanting to speak on any item already on the agenda do not need to give notice but priority will be given to intending speakers who have given prior notice to the Clerk.
- 4) Where representations are made in support of or in opposition to planning applications, there will be a time limit of 3 minutes for each group of speakers. If more than one person wishes to speak on an application, then the time allowed must be divided between the speakers, or the objectors/supporters must agree on one representative to put forward their views. The chairman has the right to extend this time limit. (SO 3f)
- 5) The opportunity to speak will usually be at the beginning of the meeting and the relevant agenda item(s) will be, where possible, considered immediately after.

Option 2

KTC have an open forum of 10 minutes for members of the public to address the council on any matter – each topic raised within the forum would be for a maximum of 3 minutes.