

Speaking at meetings

Procedures for speaking at meetings

You should arrive about 5-10 minutes before the meeting and introduce yourself to the democratic services officer, who will be wearing a name badge.

- Please give your name, address and details on the item on which you will speak.
- You will be shown where to sit and the procedures will be explained.
- When your item has been introduced on the agenda you will have your allotted time to speak on the item, after which a timer will sound.
- Please return to your original seat and the item will then be considered by the councillors.
- At council meetings, the Mayor will invite you to put your question during the 30 minute public question time.

Speaking at meetings

Talking to councillors in advance of meetings

A number of the councillors are portfolio holders. This means they are members of the cabinet and hold lead responsibility for specific service areas.

You can also contact your local area ward councillors to discuss issues in advance of their consideration at meetings.

Contact details for portfolio holders and ward councillors can be obtained from any member of our Democratic Services team - details below or from the council's website.

Further information on speaking at the Council and committees can be obtained from:
the Democratic Services team
St Albans City and District Council
St Peter's Street
St Albans
AL1 3JE
01727 819519 or 01727 819520

Email: democraticservices@stalbans.gov.uk



Speaking at meetings

Speaking at meetings

You can put your point of view to councillors at meetings where decisions are made.

Which meetings can I speak at?

- **Full Council** - During public question time you have up to three minutes to ask a question at meetings of the council.
- **Planning Committees** - One person can speak for up to three minutes for, and one person against, a planning application. You will not be able to ask questions.
- **Licensing and Regulatory Committee** - Up to six people can speak on agenda items for up to three minutes each. You will not be able to ask questions.

How do I go about speaking at full council?

Questions should be sent in writing to the Democratic Services Manager at the District Council Offices - address overleaf, or by e-mail to questions@stalbans.gov.uk by midday two working days before the date of the meeting to which they relate.

All questions must include the name and address of the questioner and the name of the councillor to whom the question is to be put. Questions must relate to matters for which the council is responsible or which affect the district. A supplementary question can be put at the meeting without notice.

Speaking at meetings

How do I go about speaking at a planning committee?

To speak at a planning meeting please contact us on the following telephone number on the day of the meeting: 01727 819347 between 10am and 2:30pm

How do I go about speaking at a Licensing & Regulatory Committee meeting?

To speak at a Licensing & Regulatory Committee meeting please contact us on the following telephone number on the day of the meeting: 01727 819526 between 9.00am and 3.00pm

You can only speak on items contained on the agendas for meetings of the planning and Licensing & Regulatory committees.

If you wish to ask questions at council or speak at Licensing & Regulatory Committee, your name must appear on the current register of electors. This does not apply for planning meetings.

How will I know what's coming up?

Annual calendars and weekly lists of committee meetings are published in advance on the notice boards at the council offices and at: www.stalbans.gov.uk

Details of planning applications can be obtained by telephoning 01727 819469 in the week prior to a meeting.

Speaking at meetings

The cabinet also produces a forward plan covering key decisions to be made in the coming months. This will be published in the local press and this can be accessed at www.stalbans.gov.uk

Will what I say be recorded?

Meetings of full council and planning committees are webcast live on the internet. We will also record the webcast and publish it on our website. By going into the council chamber during the meeting, you are giving permission for us to include you in this webcast and recording.

If you have submitted a written question to council or are unable to attend the meeting to hear the reply given, a written answer will be sent to you.