



## **Guide to attending and speaking at meetings**

### **What happens at meetings?**

The order of business at every meeting will be as set out on the agenda and we ask that everyone attending respects the office of the chairman who is responsible for the conduct of the meeting and for ensuring that the business specified on the agenda is carried out.

The Clerk will normally be present and is responsible for preparing agendas, taking minutes and helping Councillors make decisions that are informed, procedurally correct and lawful.

If you have any concerns at all about attending a meeting please contact the Clerk for help and guidance.

### **When can you speak?**

The chairman invites questions or comments for up to 15 minutes during a public item on the agenda. Councillors will try to address your issues but the Council may make decisions only if the matter has been included on the agenda. You may be advised that the Council requires more time in order to investigate your concern before you receive a full response.

It is the chairman who determines who shall speak, in which order and for how long. Other opportunities exist to raise concerns with the Council including contacting Councillors directly or contacting the Clerk.

***You should not interrupt proceedings at any other point of the meeting.***

### **Langstone Community Council – contact us:**

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