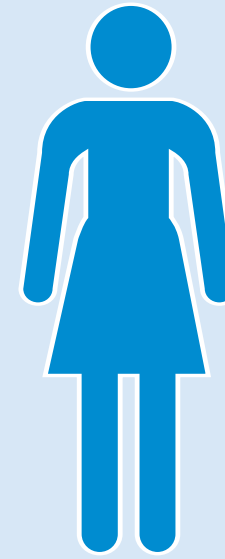




*We would like
to hear from
you please get
in contact*

Lets Talk Shropshire



Democratic Services, Shropshire Council,
Shirehall, Abbey Foregate,
Shrewsbury, SY2 6ND.

T: 01743 252725 | **F:** 01743 252713

E: publicquestions@shropshire.gov.uk

W: www.shropshire.gov.uk

Public Question Time

Your guide to asking
questions at Council
& Committee Meetings

You elected your Unitary Councillor to represent you. Is there anything you want to tell them to influence the decisions they make?

You can write to your Councillor; or

You can talk directly to your Councillor; or

You can speak to Councillors at the beginning of most public meetings.

This leaflet explains what you need to do if you wish to speak at a public meeting. 30 minutes is provided at the beginning of most public meetings for you to:

- **Ask a question**
- **Make a statement**
- **Present a petition (containing at least 10 signatures)**

You will have up to 3 minutes to speak. If your subject is due to be debated at the meeting, you may be asked to wait to speak just before the debate.

There are special arrangements for public speaking at the Regulatory Committee on planning applications. The purpose of the right to speak is to give members of the public the opportunity to make their views known directly to the Committee about the planning merits of individual planning applications. In order to register your wish to speak on a planning application you must contact Committee Services no later than 2 full working days before the day of the meeting. For further information please refer to the 'Lets Talk' on Planning Applications.

When we have asked for local views as part of the decision making process, special provisions will be made.

If several people want to express a similar view we expect one person to act as a spokesperson and we will be able to put you in touch with others expressing a similar view.

You can speak at any of the following meetings:

- **Council**
- **Cabinet**
- **Strategic Overview and Scrutiny Committee**
- **Children and Young Persons Service Scrutiny Committee**
- **Community Services Scrutiny Committee**
- **Development Services Scrutiny Committee**
- **Health Overview and Crime Reduction Scrutiny Committee**

- **Economic Recession Committee**
- **Strategic Planning Committee**
- **Area Regulatory Committee**
- **Strategic Licensing Committee**
- **Area Licensing Committee**
- **Standards Committee**
- **Audit Committee**
- **Pensions Committee**

The dates of all meetings are publicised in the main public libraries throughout the County or on the Council's website: www.shropshire.gov.uk

What to do next

Write, fax or email your question, statement or petition no later than 2 full working days before the day of the meeting to the Chief Executive, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. You can also submit a form on-line.

If you have a disability and require assistance, please let us know in order that we can make necessary arrangements.

On the Day

We will let you know the date, time and venue of the meeting you wish to attend. On arrival please make yourself known to the Committee Officer and they will explain the procedure to you.

At the appropriate point the Speaker/Chairman will invite you to put your question. Where appropriate, a response will be given at the meeting. You will be given the opportunity to ask one supplementary question only.

If the matter is considered in your absence, you will receive a written reply to your question. You are reminded of the rules relating to libel and slander. You could be at risk of legal action if you say something in public about a person which is not true.

You are free to leave the meeting at any point after you have asked your question but you are welcome to stay if you wish.

We look forward to hearing from you, please feel free to contact us or visit www.shropshire.gov.uk to obtain further information.