

## Tendring Colchester Borders Garden Community Joint Committee

### **Public Speaking Arrangements- General**

1. Members of the public, who want to speak about an item which is to be considered at a meeting of the Committee can do so if they have notified the Committee Service by 12.00 noon on the working day before the meeting. Contact Ian Ford Email: [iford@tendringdc.gov.uk](mailto:iford@tendringdc.gov.uk) or Telephone: on (01255) 686584

### **At the Committee Meeting**

2. Agenda items for which there are public speakers are taken first, normally in the order of the agenda.
3. The Chair will invite public speakers to speak following the Officer's introduction to the report on the item. The Chair will ask public speakers to come to the table in turn at the beginning of the discussion of the report of the relevant item.
4. Each public speaker will be allowed three minutes in which to make their representation. The Chair will tell the speaker when the three minutes has elapsed and the speaker must stop when requested by the Chair. The Chair has discretion to extend this time limit.
5. Following the public speakers, the Chair will invite any Ward and Division Councillors present to each speak for up to five minutes. The Chair will tell the Councillor when the five minutes has elapsed and the Councillor must stop when requested by the Chair. The Chair has discretion to extend this time limit.
6. A representative of the TCB Community Liaison Group and a representative from Parish and Town Councils located within the Tendring Colchester Garden Community area will each be allowed five minutes in which to make their representation. The Chair will tell the representative when the five minutes has elapsed and the representative must stop when requested by the Chair. The Chair has discretion to extend this time limit.
7. All speakers should address the Chair of the Committee, which is the normal convention for Committees.
8. Public speakers should remember to:
  - Keep to 3 minutes or whatever other period has been agreed.
  - Highlight the main points they wish to raise and be as brief and concise as possible.
  - Be courteous.

At the conclusion of the public speaking, the Committee will discuss and determine the item.