



BLACKPOOL COUNCIL

REQUEST TO SPEAK AT EXECUTIVE



TO: HEAD OF DEMOCRATIC SERVICES
FROM:

Name: _____

Address: _____

Telephone number where you can be contacted (essential)

Home: _____ Work: _____

I would like to speak at the meeting of the Executive to be held on
* _____ (*insert date of meeting)

Agenda item I wish to speak on: _____

I am _____ in favour of the recommendation _____ against the recommendation

I have read the Guidelines for Public Speaking set out overleaf.

Signed: _____ Date: _____

PLEASE RETURN THIS FORM TO ARRIVE NOT LATER THAN 12 NOON ON TUESDAY (i.e. one working day before the meeting) to Lennox Beattie, Democratic Services, PO BOX 1066, Town Hall, Blackpool, FY1 1GB (FAX 01253 477138) or email to democracy@blackpool.gov.uk

To ensure that you have the possibility of speaking at Executive, the completed form must have been received by the deadline given i.e. 12 noon on the Tuesday preceding the meeting. We will contact you as soon as possible to acknowledge receipt of your form.

If you receive no acknowledgement, you should telephone us on 01253 477157 sufficiently before the deadline to allow you time to resubmit your form in the event that it has not been received. If your form is submitted close to the deadline, you should telephone immediately you have submitted it to check receipt.

FOR OFFICIAL USE ONLY

Date and Time received:



EXECUTIVE



Guidelines for Public Speaking

1. There will be only one speaker per side, and each speaker will be strictly limited to five minutes. In exceptional circumstances more than one speaker a side may be allowed, but the five minutes will then be shared.
2. Speakers will not be cross-examined, although the Chairman may seek to secure clarification if necessary on behalf of Members.
3. Once having spoken, the applicant should not do so again unless invited by the Chairman.
4. If a member of the public interrupts the proceedings the Chairman shall warn him/her and if he/she persists the Chairman shall order his/her removal from the meeting. In the event of a general disturbance from the public in any part of the Committee Room, the Chairman shall order such part of the room to be cleared or in exceptional circumstances for the meeting to be adjourned.
5. Please do not make statements, which contain language of a sexist, racist or libellous nature.

Reason for Refusing a Request to Participate at an Executive Meeting

1. if it is illegal, defamatory, scurrilous, frivolous or offensive;
2. If it is factually inaccurate;
3. If the issues to be raised would be considered 'exempt' information under the Council's Access to Information Procedure rules;
4. if it refers to legal proceedings in which the Council is involved or is in contemplation;