



How to take part in Salisbury City Council Meetings

Public Participation Information

Members of the public have the right to attend meetings of the City Council and, subject to certain guidelines, may have their say at these meetings. At the beginning of every meeting, time is set aside to hear comments and answer questions from the public.

Salisbury City Council meetings are open to all and members of the public are very welcome and encouraged to attend.

All the reports and papers for committee meetings of Salisbury City Council are available on our website www.salisburycitycouncil.gov.uk.

Paper copies are also available from

Salisbury City Council, The Guildhall, Market Place, Salisbury,

Wiltshire SP1 1JH, 01722 342860

(please note that there may be a charge for this however)

General Information:

Salisbury City Council has four principle committees:

- **Full Council** - attended by all 24 councillors
- **Finance and Governance Committee** - attended by 9 councillors
- **Community Services Committee** - attended by 9 councillors
- **Environment and Climate** - attended by 9 councillors
- **Planning and Development Committee** - attended by 9 councillors
- **Events, Markets & Grants Sub-Committee** - attended by 7 councillors
- **Personnel Committee** - attended by 5 councillors

The Full Council is chaired by the Mayor of the City of Salisbury; the other committees are chaired by a Councillor elected at their first respective meetings each municipal year.

How do I find out more about Salisbury City Council meetings?

Each meeting has an agenda, listing the items to be considered and where & when the meeting will be held. The agenda and any related reports will be published at least three working days prior to the date of the meeting in our notice board on the side of the Guildhall in Queen Street and on our website www.salisburycitycouncil.gov.uk

For the Planning and Development Committees, a list of the planning applications within the City boundary being considered for comment will be published alongside the agenda

At all of our meetings, there is an opportunity for you to have your say on matters which are not necessarily on the agenda but do fall within the terms of reference of the Committee, although formal decisions cannot be made on matters which are not listed on the agenda.

Guidelines for Public Questions:

At the beginning of each committee meeting there is a period of up to fifteen minutes set aside for Public Questions. Members of the public who wish to ask a question at a meeting must give notice to the City Clerk no later than 12 noon on the working day before the meeting.

- The Chair of the meeting will call upon those wishing to speak in turn, each questioner being allowed to speak for a maximum of three minutes, although it is often helpful if you are briefer.
- Those wishing to speak shall state their name and address. You may speak only once on any one subject, unless the Chair or committee members through the Chair ask for more information.
- Answers to questions may take the form of a direct oral response or if appropriate a written answer after the meeting.
- Each question will be answered without subsequent discussion.
- Questions are not permitted if they relate to the individual affairs of either the questioner or any other named person, but should only relate to matters of policy or practice.
- You may not take part in Councillor's debates.
- The Chair will not allow questions that are: defamatory; frivolous or offensive; requires the disclosure of exempt or confidential information; or relates to complaints about individual Members or Officers

Full details about the public participation procedure agreed under Salisbury City Council's Standing Orders are available on our website www.salisburycitycouncil.gov.uk or by calling 01722 342860

Minutes of the meetings are published on the website, or are available to read, by arrangement, in the Guildhall. Individual hard copies may be requested, although there may be a charge for this.

Frequently Asked Questions:

Where are meetings held?

Salisbury City Council meetings are held in the Guildhall, Market Place, Salisbury, SP1 1JH and start at 6:30pm. Please refer to our website for exact details, call us on 01722-342860 or check out our notice board on the Queen Street side of the Guildhall. On very rare occasions meetings may be held at other locations, again details can be found on our website or notice board.

Where can I park?

Parking is not available outside the Guildhall but there are disabled parking bays situated in New Canal behind the Guildhall. Please ensure that you read the parking notices and comply with parking restrictions. The accessible entrance to the Guildhall is located on the Fish Row side of the building.

When should I arrive?

Please arrive at least five minutes before the meeting is due to start and make yourself known to the Chairman or City Clerk if you have submitted a question to ask.

Where should I sit?

Public seating is positioned to allow for the public to see the proceedings and a public address system is in use at all meetings. If the press are in attendance clearly labelled seating is provided for them.

Can I be present in all the meeting?

On occasions exempt information is discussed and members of the public and the press will be asked to leave the meeting. Exempt information is defined in Section 100 and Schedule 12A of the Local Government Act 1972. It includes information whose disclosure would affect the privacy of individuals, financial negotiations, discussions of proposed enforcement action and similar matters. The Agenda will show that exempt information is going to be discussed and when the time arrives you will be asked to leave accordingly. Once the exempt business has been completed you will be invited to return to the committee room. Exempt business is usually considered at the end of the agenda so that the public do not need to wait around.

Special requirements:

If you have any special requirements please contact Janine Whitty, Corporate Services Manager no later than 12 noon on the working day before the meeting on corporate@salisburycitycouncil.gov.uk or telephone 01722 342860