**WHAT HAPPENS AT BOROUGH COUNCIL COMMITTEE MEETINGS**

Test Valley Borough Council welcomes participation from the public and residents at its meetings. These notes aim to assist you, as a visitor to our meetings, to understand the format.

Councillors and staff usually wear name badges so you can recognise them easily. If you have any questions about the meeting please ask one of them beforehand or afterwards. They will be pleased to help you.

The meeting deals with a wide range of Council business and provides you with an opportunity to put your point of view across on issues within the Borough. It is not a public meeting where officers and members enter into debate with the public. There is a separate leaflet available dealing with public participation. The notes below explain what happens at the meeting.

**Meeting Format**

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| **The agenda** | This sets out the items to be discussed at meetings. Copies are provided for the public but from time to time you may need to share a copy. |
| **Conduct of meetings** | Most agenda items consist of a report written by an officer of the Council.  Rules to govern the orderly conduct of meetings are contained inThe Constitution. |
| **Declaring an Interest** | Is when Members have to declare publicly if they have a financial or other personal interest in an item on the agenda. |
| **Urgent Matters** | Items such as this might arise after the agenda has been produced, and will be taken at the meeting if the Chairman agrees. |
| **Confidential Business** | Includes staff matters, financial information about private firms and certain legal matters etc. |
| **The Debate and arriving at a decision** | A Councillor will propose the recommendation in a report or move an alternative. This is then supported (seconded) and becomes a motion. The Chairman invites debate and the proposer is allowed to speak for up to five minutes. Other members are also allowed five minutes and will not usually speak again on that item other than on a point of order. Other Committee members can put forward amendments to the motion. Once the debate has finished the proposer of the original motion will sum up and a vote is taken.  Some items are agreed without debate. This doesn't mean they have not received careful consideration; it means that no-one disagrees with the recommendations. |

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| **Voting** | This may sometimes seem a bit confusing because amendments have to be voted on first. If an amendment is passed the amended motion then becomes the substantive motion and must be voted on again. If it is supported it becomes the decision.  The Chairman usually explains what is happening so that members and visitors know exactly what is being voted on. |
| **Dates and Times** | For more information on the dates, times and locations of meetings, please contact the Legal and Democratic Service at Beech Hurst on 01264 368000. |

If you wish to speak at this meeting please complete the following and send to the Legal and Democratic Service by 12 noon on the day before the meeting. Alternatively you may phone in your request to speak on 01264 368000.

**PLANNING ITEMS:** Site……………………………………………………………….

…………………………………………………………………...

Applicant

Supporter

Objector

Parish Council Representative

**OTHER AGENDA ITEMS:** Subject…………………………………………………………

…………………………………………………………………

**YOUR NAME:** Mr/Mrs/Miss/Ms………………………………………………

**YOUR ADDRESS**: …………………………………………………………………

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Note: To assist the smooth running of the meeting, please avoid repeating comments made by earlier speakers.