

Quick Guide

To Taking Part in Ludlow Town Council Meetings

We welcome public attendance at Council and committee meetings.
Here's what you need to know:

Attending Meetings

- ✓ You have a **legal right to attend** Council and committee meetings.
- ✗ You do **not** have a right to speak unless invited.

Public Participation

- Up to **15 minutes** is set aside near the beginning of each meeting.
- You may make a statement, suggestion, or ask a question.
- Each person has **up to 3 minutes** (shorter if many people wish to speak).
- If several people speak on the same topic, the Chair may limit speakers.

Asking a Question

- Questions should be **submitted in advance** to the Town Clerk.
townclerk@ludlow.gov.uk
 - For Council and Committee: by **4.00pm on the day of** the meeting.
- Include:
 - Your name and contact details
 - Organisation (if any)
 - Your question (one per person)
- When speaking at the meeting, please direct your questions to the **Chair** of the meeting.

Rules of Conduct

- Be respectful –offensive, personal, or repetitive questions or remarks are not acceptable.
- Please do not disrupt or interrupt meetings.
- The Chair's decision is final.
- Disruptive individuals may be asked to leave.

Other Ways to Contact Us

You don't need to wait for a Council meeting. You can raise questions or concerns directly with:

- The **Town Clerk's office** (during business hours)
customer.services@ludlow.gov.uk