

BARKLY REGIONAL COUNCIL



Request to make a Presentation to a Local Authority

(Request must be made in writing one week before a Local Authority meeting).

Dear Chair of the _____ Local Authority,

I am requesting your permission to make a presentation to the _____ Local Authority
on ___/___/___

Give the Local Authority Information about

Speaking points that BRC will insert into the Local Authority minutes as a record of your presentation/report

*Local Authority members welcome contributions from outside agencies. We ask visitors to keep presentations to no longer than 10 minutes including questions. * Presentations are not minuted by BRC staff.*

Name:

Organisation:

Contact details:

Signed:

Date:

Local Authority Chair to complete:

I approve/do not approve the request to make a presentation (cross out what doesn't apply)

Signed:

Date:.....