

Attending public meetings at Salford Civic Centre

Face to face public meetings are held in Old Town Hall Building at the Civic Centre. The venue for each meeting is shown on the agenda for each meeting and these are published on the city council website [here](#).

Members of the public attending council meetings - where to enter the building



You **must** enter at the main Reception and report to the Reception Desk. You will be directed to the correct meeting room and given access to the building by the member of staff on duty.

We politely ask you to move quietly through the corridors as you have to pass through the Registrar's part of the building. This is to respect those members of the public who are celebrating marriages and also those attending to register births and deaths.

For evening meetings

If the Reception is closed, please press the out of hours buzzer to gain access. This can be found on the metal panel on the stand next to the Reception doors.

An officer from Emergency Control will open the external doors remotely to allow you into the Reception area. Once you are in the building, they will remotely open the internal doors so you can access the corridors that will take you to the Old Town Hall Building and The Salford Suite on the Ground Floor and the committee rooms on the First Floor.

For access to the Council Chamber

The public gallery for the Council Chamber is accessed by a staircase. If this is not suitable for you there are spaces in the council chamber available for the public who cannot access the gallery.

To access these spaces, please email decisionmakingandscrutiny@salford.gov.uk a few days in advance of the meeting (if possible) and the clerk for the meeting will arrange this for you.