

Annual Town Meeting

An Annual Town Assembly for electors is convened each spring, to which all Polegate Residents are invited to attend.

This is an opportunity to raise matters relating to the Town Council

Members of the public may also raise items of concern or interest by letter/email
Correspondence should be sent to the Council Office marked for the attention of the Town Clerk.

POLEGATE TOWN **COUNCIL**

Council Office
49 High Street
Polegate
East Sussex
BN26 6AL

Telephone: 01323 488114

Website:

www.polegatetowncouncil.gov.uk

Email:

admin@polegatetowncouncil.gov.uk

Town Clerk: Mrs J Tricker

POLEGATE



Your
**'RIGHT TO
SPEAK'**
at meetings
of the council

PROCEDURES AT MEETINGS

Most meetings start at 7:00pm and take place at the venue stated on the agenda. Meetings of the Full Council usually take place on Mondays at approximately monthly intervals. Meetings of other Committees take place as and when required, and are normally on a Monday or Friday in the morning.

Members of the public have the right to speak during the public participation agenda item at meetings of Polegate Town council on issues listed on Council Agendas. Meetings of the personnel Committee are always held in confidential session.

Agendas are normally published about a week before the meeting and may be inspected at the Council Office, on the Councils website: www.polegatetowncouncil.gov.uk

Public copies of the agenda are available at the meeting. Please contact the council office if you require information before the meeting.

The following information sets out the procedure for speaking at meetings

SPEAKING AT MEETINGS

Please arrive at the Council Chamber at least 10 minutes before the meeting is due to start and sit in the public gallery.

If possible, items on which members of the public have asked to speak are dealt with early in the meeting during the opportunity for public comment agenda item.

The chairperson will make a brief summary of the agenda item/planning application and advise members of any relevant additional information.

The Chairperson will then invite members of the public to speak on an item on the agenda only. Each speaker will be allocated 2 minutes (to be extended at the Chairpersons discretion) up to a maximum of 30 minutes for all public speakers.

Once the opportunity for public comment has been concluded the meeting is in session and public may only speak if invited to do so by the chairperson and vote taken to suspend standing orders.



SPEAKING AT MEETINGS

Begin by giving your name and address and whether you are speaking as an individual or as a representative of a group and on which item on the agenda you wish to speak about.

It is useful to prepare some notes in advance to ensure that all the important points are covered. Try to be brief and to the point.

Bring an extra copy of any prepared statement for the Town Clerk.

It is important that defamatory statements are avoided. There is no legal protection for comments made at meetings.

Invited speakers can only be heard once on any item, unless it is in response to a question from the Committee/Council. Once Standing Orders are reinstated after opportunity for public comment, members of the public are not able to take further part in the debate and must remain quiet and not interrupt the meeting.

The Council/Committee will debate the item and, following discussion, a vote will be taken. In the event that an item is deferred speakers will be offered the opportunity to speak prior to its consideration at a subsequent meeting.

Further information, or details of Councillors and Committee Chairs, is available from the Council offices or via email (admin@polegatetowncouncil.gov.uk)