

## Annual Town Assembly

A Town Assembly is convened each spring, to which all Polegate residents are invited.



Brightling Road  
Skate Park



Brightling Road  
Meadow

Members of the public may also raise items of concern or interest by letter.

Correspondence should be sent to the Council Office marked for the attention of the Town Clerk.

### **POLEGATE TOWN COUNCIL**

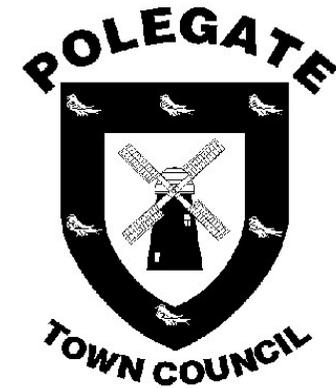
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**TOWN CLERK :** Mrs Jo Ognjanovic



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

## PROCEDURES AT MEETINGS

Most meetings start at 7.30pm 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 (for example, Planning) take place as and when required, but again are normally on a Monday.

Members of the public have the right to address meetings of Polegate Town Council and its Planning Committee on issues listed on Council agendas. Meetings of the Personnel Committee are always held in confidential session. Procedures for the Annual Town Assembly are given overleaf.

Time is also set aside at the beginning of most meetings for the public to ask questions.

Agendas are normally published about a week before the meeting and may be inspected at the Council Office, on Council notice boards or on the Council's website:

[www.polegatetowncouncil.gov.uk](http://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 or a copy of the agenda.

The following information sets out the procedures for speaking at meetings.

## SPEAKING AT MEETINGS

Please arrive at the Council Chamber at least 5 minutes before the meeting is due to start and the public will be asked if they wish to speak at the appropriate time.

If possible, items on which members of the public have asked to speak are dealt with early in the meeting.

The Chairperson will make a brief summary of the item/planning application and advise members of any relevant additional information. The Chairperson will then suspend Standing Orders and call on members of the public to address the Council/Committee.

Each speaker will be allocated 2 minutes (to be extended at the Chairperson's discretion)



Begin by giving your name and address and whether you are speaking as an individual or as a representative of a group.

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. For planning applications, comments include access, impact on neighbours or the character of the area.

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. Standing Orders will then be re-instated. 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 then 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 Town Clerk.