

## Annual Town Meeting

A Town Meeting is convened each spring, to which all Polegate residents and business proprietors are invited.

After a few formalities, a panel of distinguished guests from relevant organizations will take questions from the floor.

Questions or comments can also be submitted to the Council Office in advance of the Meeting.



Brightling Road  
Hay 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

**Council Office**  
**49 High Street**  
**Polegate**  
**East Sussex BN26 6AL**  
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Town Clerk: Mrs L Baxter  
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*Your  
'RIGHT TO  
SPEAK'  
at  
Meetings of  
the Council*

## PROCEDURE AT MEETINGS

Most meetings start at 7.30pm in the Council Chamber at the Council Office. Meetings of the Full Council usually take place on Mondays at approx monthly intervals. Planning meetings usually take place on Tuesdays as required.

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 Meeting are given overleaf.

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

Agendas are 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.polegate-tc.co.uk](http://www.polegate-tc.co.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 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 make yourself known to the Town Clerk. This allows time for an explanation of the procedures and collection of your details ie name, address, organization of which you are a representative.

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

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

Each speaker will be allocated 3 minutes (to be extended at the Chairman's discretion).



**Polegate Town Council Office**

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 Chairman's information.

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 any 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 details, or those of Councillors and Committee Chairs are available from the Town Clerk.