



TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

GUIDANCE FOR MEMBERS OF PUBLIC WISHING TO SPEAK AT MEETINGS OF TENTERDEN TOWN COUNCIL OR ITS COMMITTEES.

- a) Agendas for meetings of Tenterden Town Council and its committees are published three clear days in advance of the date of the meeting (so in the case of a Monday meeting, the agendas are usually available from the previous Wednesday).
- b) All meetings of the Town Council and its committees are held at the **Town Hall**, either in the Assembly Room or the Mayor's Parlour.
- c) Meetings of Tenterden Town Council and its committees commence at **7.00pm**. As several committees might meet in one evening, you might need to wait for the meeting at which you wish to speak.
- d) If you wish to address a committee, you must submit **written notice** of your intention to speak to the Town Clerk's office **no later than midday** on the day of the meeting, giving a brief outline of the subject on which you wish to speak.
- e) You do not have to notify the Town Clerk's office if you wish to ask a question at a meeting of the Town Council, although it may be advisable to do so, in order to ensure that the chairman can bring any relevant information to the meeting.
- f) Representations at committee meetings should relate to an item concerning that committee. Questions from members of public at meetings of the Town Council may relate to any subject.
- g) The juncture for public representations at committee meetings is indicated on the agenda (it is usually the fifth item), however the chairman may ask that your presentation is made later in the meeting, to coincide with the agenda item to which it relates.
- h) **You may speak for no longer than three minutes.**
- i) You should **stand, and speak very clearly**, as acoustics can be a problem, especially in the Assembly Room.
- j) Before speaking, you must give your **full name and address**.
- k) Although three minutes may seem like a long time, it can seem to go very quickly when you are speaking on a subject about which you are passionate. It is a good idea to have your key points written down so that you can be sure you have covered everything.
- l) If you know the outcome you are looking for, be sure to make it plain to the Councillors, so that there can be no misunderstandings.
- m) In the event of any contentious subject, the chairman will allow **only one presentation for each side of the dispute**.
- n) At a committee meeting **you are not permitted to participate in the debate** which stems from your question or presentation, unless you are asked by the chairman to clarify any details.
- o) If the committee is to discuss matters of a confidential nature, it will be moved into closed session and members of public and the press will be asked to leave the room. The reason for moving into closed session will be given. You will be invited to return to the meeting chamber when the confidential business is complete.
- p) The minutes of the meeting will not disclose sensitive personal information, but the meeting is open to the public and the press, and the minutes are an official record of it, so you should only disclose information which you are happy to be known by the public.