

# How to ask a question at Council and Committee meetings.

East Peckham Parish Council.  
The Parish Office  
East Peckham Jubilee Hall  
Pippin Road  
East Peckham  
TONBRIDGE  
Kent  
TN12 5BT

**01622 871309**

East Peckham Parish  
Council welcomes  
questions from and the  
public attending its  
Council and committee  
meetings

## How can I address the parish council?

It is quite simple all parish council meetings and committee meetings have a period of time set aside for the public to address the meeting. The meeting will be adjourned to allow you to speak. Once reconvened you will not be allowed to join in the general discussions of the meeting.

## How long do I have?

Three minutes are allowed per person.

## Will I get an answer at the meeting?

Not necessarily as the issue may need investigation or referral to a parish council committee or outside agency. It would help if advance notice of your question or query could be supplied. Make sure you remember to leave your details with the clerk as the parish council will get back to you.

## Other things you should know.

Your query may not necessarily be recorded in the official minutes of the meeting. A separate note will be kept of your question/query and the action that needs to be taken. The minutes will not include your personal details. If you are disabled, the issue is very personal, have a speech or hearing impediment or just find it difficult to talk to a public gathering please discuss this with the Clerk who will make alternative arrangements for your issue to be notified to members. The press and other members of the public may be present. You should not slander or make offensive comments about anyone.

## Details of meeting dates and locations can be obtained from the parish office or on the website.

## Tips for helping you present your views.

Stand whilst you talk, acoustics can be a problem in some halls.

- Open your speech by explaining the location of any problem, try to be as specific as possible e.g. the piece of land at the junction of.... and ....
- Have a list of the relevant points you wish to make.
- Try to be concise and not go off the point.
- If you know what you want please ensure that you clearly inform the council.
- The parish council may wish to send you information or keep you in touch with any developments, don't forget to supply your name and address to the Clerk who always has spare paper and pens.