

## COUNCIL QUESTION

This question form should be completed and received by the Chief Executive three clear working days before the meeting.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime telephone number \_\_\_\_\_

**I would like to ask the following question at the next Council meeting:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Send to: Chief Executive, Tunbridge Wells Borough Council,  
Town Hall, Royal Tunbridge Wells, Kent, TN1 1RS

# Full Council

## Asking Questions



At each ordinary meeting of the full Council, up to thirty minutes will be set aside for members of the public to put questions to members of the Cabinet and committee chairmen.

This leaflet contains frequently asked questions which informs you how to ask questions at meetings of the full Council.

You also have the right to speak at full Council, Cabinet and other Council committee meetings and leaflets relating to this process are available at the Gateway or on the Council's website at [www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk).

**“Did you know that you have the opportunity to ask questions direct to the borough Council?”**



# Your Questions Answered

## What can I ask a question about?

Anything the Council does, the services provided to you or anything else which the Council is responsible for or has powers to do. Questions may be about issues that affect the Borough and Council services and responsibilities but not in respect of individual cases, and must not be defamatory, frivolous or offensive. To use time more efficiently you cannot ask the same question, or virtually the same, within a six month period.

## Where and when are Council meetings held?

In the Council Chamber at the Town Hall, Royal Tunbridge Wells. Meetings start at 6.30pm except the Annual Meeting held in May when questions will be answered at about 11am. Please contact Democratic Services for dates of meetings or you can view the timetable on the Council's website. Car parking is available in the multi-storey car park in Crescent Road.

## Do I have to write and submit my question in advance?

Please complete the form on the back of this leaflet. It must be received by the Chief Executive no later than midday 3 working days before the day of the meeting and he will determine the member of the Council to whom it is to be put. It is a requirement that each question must give the name and address of the questioner.



## What should I do at the Council meeting?

You should arrive at the Town Hall 15 minutes before the meeting starts. The main reception closes at 5pm so access will usually be via the front door on the corner of Crescent Road and Mount Pleasant Road, except for disabled access which will continue by use of an 'out of hours' button at the entrance in Monson Way.

Please make yourself known to the Local Democracy Officer who will explain to you about the seating and other arrangements. The Mayor, who chairs the Council meeting, will invite you to state your name and address and to ask your question when it is your turn. You may speak for a maximum of three minutes and the Mayor will ask the appropriate councillor to respond. Questioners may ask one supplementary question on a point of clarification relating to the reply. If there is not enough time to have all the questions asked and answered some will have to receive a written answer.

If you cannot attend the meeting, or don't feel able to read your question out yourself, a friend can do so on your behalf or the Mayor can be asked to put the question on your behalf.

## Where can I get further information, advice or help with writing my question?

Please write to: Democratic Services at the Town Hall, Royal Tunbridge Wells, Kent TN1 1RS  
Telephone: 01892 526121  
Email: [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk)

## Is there anything else I should be aware of?

Only that questions must not be about a personal matter such as a planning or grant application or require the Council to divulge confidential information. These matters have to be dealt with privately and not in a public meeting.