PUBLIC QUESTION TIME



APPLICATION FORM

Please read the attached notes.

Please write clearly.

Complete this application form, keep a copy of your question, and send to the address shown below.

Your full name:	
Your address:	
Name of the meeting at which you want to ask your question:	
Date of Meeting (if known):	
Your Question:	

Send your question to

The Local Democracy Manager, Eastbourne Borough Council, Town Hall, Grove Road, Eastbourne, BN21 4UG,

Fax: (01323) 410322 E-Mail: localdemocracy@eastbourne.gov.uk

PUBLIC QUESTION TIME

[Please see the leaflets published by the Council detailing the public's right to speak at meetings. One deals with meetings of the Planning Committee and the other with the remaining meetings. Separate information is provided in respect of meetings of Licensing Sub-Committees. These notes cover Public Question Time only].

At certain meetings of Council committees, members of the public have a right to ask questions on a matter concerned with the powers and duties of the Council. This right applies to meetings of the Cabinet, Scrutiny Committee, the Standards Committee, Conservation Area Advisory Group and most other formal bodies of the Council, but excludes meetings of the full Council and the Planning Committee.

Some questions are not allowed - see below.

Who Can Ask A Question?

Any member of the public may ask a question.

You will normally be expected to attend the meeting in order to put your question. If you are unable to attend the Chairman may, at his or her discretion, put the question on your behalf.

No questioner may submit more than one question for answer at the same meeting and no more than one question may be asked on behalf of an organisation.

How To Register Your Question

Your question must be made in writing and sent to the Town Hall not later than 12 noon two days prior to the meeting (e.g. if the meeting is on a Thursday the question must be received by 12 noon the preceding Tuesday). You must give your full name and address. (If you wish, you can obtain a printed application form on which you can write down your question).

Please keep a copy of the question, as you will have to read it out at the meeting.

Questions Not Allowed

You may not ask a question in furtherance of your own particular circumstances nor about a matter where there is a right of appeal to the courts, tribunal or to a Government minister. You may not ask a question about the service conditions of any person employed by the Council.

A question that is defamatory, frivolous, vexatious or offensive will not be allowed. Nor will a question that is substantially the same as one asked within the past 6 months or which requires the disclosure of confidential information.

At The Meeting

The Chairman of the meeting will select the questions to be put. The answer may be given verbally or in writing. The person asking the question may ask one supplementary question which must arise directly out of the original question or the reply. Any question properly submitted but not dealt with at the meeting will be answered in writing.

IF YOU WOULD LIKE ANY FURTHER INFORMATION OR HAVE ANY QUERIES, PLEASE CONTACT:

Local Democracy

Town Hall, Grove Road, Eastbourne, BN21 4UG

Tel: (01323) 415021 or 415023 or 415022 or 415031

Minicom: (01323) 415111 Fax: (01323) 410322

E-Mail: <u>localdemocracy@eastbourne.gov.uk</u> Council Website: www.eastbourne.gov.uk

Revised December 2005