

## Fact Sheet 3: Attending and Speaking at Town Council Meetings



### Can I attend a Town Council meeting?

- Yes

### How do I ask a question at Bovey Tracey Town Council meetings?

- Bovey Tracey Town Council welcomes questions from the public attending its Council meetings

### How can I address the Town Council?

- It is quite simple; all Town Council 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 Town 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 contact details with the Town Clerk, as the Town 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 you wish to discuss is very personal, you 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.

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

Details of meeting dates and locations can be obtained from the Town Council office or on the website

**Bovey Tracey Town Council Office**  
**Town Hall - Town Hall Place - Bovey Tracey TQ13 9EG**  
**Telephone/Fax: 01626 834217 (mornings only)**  
**Email: [info@boveytracey.gov.uk](mailto:info@boveytracey.gov.uk)**  
**[www.boveytracey.gov.uk](http://www.boveytracey.gov.uk)**