

## Where do I send my question?

If submitting it in writing please send it to:

The Town Clerk  
Woolcombe House  
Woolcombe Lane  
SIDMOUTH  
Devon  
EX10 9BB

You may also send questions in by fax or e-mail. The fax number and e-mail address are shown below.

When you submit a question it would be helpful if you could provide a telephone number so the Town Clerk can contact you if there is any ambiguity in your question or for some reason no reply can be given.

Telephone: 01395 512424  
Fax: 01395 512425  
Email: [sidmouth@eclipse.co.uk](mailto:sidmouth@eclipse.co.uk)



**Office Hours:**  
9am — 1pm  
Monday — Friday

Woolcombe House  
Woolcombe Lane  
SIDMOUTH  
Devon  
EX10 9BB  
Website: [www.sidmouth.gov.uk](http://www.sidmouth.gov.uk)

## Have Your Say

Public Questions at  
Town Council Meetings  
Woolcombe House



**SIDMOUTH TOWN COUNCIL**

## May I speak to or ask questions at Town Council Committee meetings?

You are allowed to present a Petition or, a written Question to the Sidmouth Town Council provided you live in the area served by the Town Council. You may then speak on your question for a period of two minutes.

## Are there any restrictions on what questions I may ask?

Provided the question is not frivolous or defamatory and does not concern a confidential issue which the Council would normally consider in private. Otherwise you may ask any questions about any matter which relates to the responsibilities of the Town Council.

## How much time is allowed for petitions and/or questions?

A maximum of 15 minutes in total. If there are a lot of questions and yours cannot be dealt with in that time then you will be sent a response by letter. A maximum of 2 minutes is allowed for each question and answer.

## How do I table my question?

If you wish to submit a question then you **must** put it in writing (by letter or fax) by 12 noon on the fifth day before the date of the meeting (i.e. if the meeting is on a Monday then the question must be submitted by the preceding Wednesday. Our telephone/fax numbers are shown on the back of this leaflet.

All questions will be dealt with in the order received.

## If I put in a question do I actually have to be there?

If you cannot attend a copy of the response will be sent to you in the post.

*Remember that individual Councillors are always willing to personally answer any of your queries if you make direct contact. A list of contact details can be found in our quarterly Newsletter or are available from the Council Offices.*

## Is there a limit on the length of any written question?

It would be best to keep it as short as possible to avoid any misunderstanding. 50 words are normally sufficient to frame a clear and direct question.

Each answer will be given verbally.

## Once my question has been asked, may I ask another?

No, unless you have already given notice of it. It is not possible to ask supplementary questions or discuss the answer you have received. If your question raises issues which cannot be dealt with at that time you will receive a full response in the post.

## Meeting Dates:

The Town Council normally meet on the first Monday of each month, unless there is a Bank Holiday, then meetings are held on the second Monday.