



# Saltash Town Council

Name of Policy: **Policy for receiving public questions at meetings**

Date of Adoption: **10.04.2018**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Approved by	P&R
Date	April 2018	Date of approval	10.04.2018
Responsible Officer	AJT	Minute reference	07/18/19g
Responsible Committee	P&R	Review date	4 yearly - start of new council

Version History			
Date	Version	Author/Editor	Comments
April 2018	1	AJT	

Review Record				
Date	Type of Review	Minute number	Summary actions	Completed by
		07/18/19g		

## **Policy for receiving public questions at meetings**

Members of the public have a legal right to attend decision making meetings of the Town Council and its Committees, except where they are excluded for specific items which need to be discussed in confidence (e.g. staffing matters or tenders for contracts). A period of fifteen minutes will be designated for public participation at a meeting and this session is recorded in the minutes of the meeting.

### **Submission of Questions**

Questions must be submitted in writing **no later than 24 hours before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and address and indicate if you will be present at the meeting.

If the enquirer is unable to be present, the question will not be put to the meeting but they will receive a written answer.

No person may submit more than one question to a meeting and no more than one question may be asked on behalf of an organisation.

Any questions submitted after the deadline will be referred to the next meeting.

Anonymous questions will not be answered.

### **Order of Questions**

Questions will be taken in the order in which notice was received but the Chairman of the meeting may group together similar questions.

All questions shall be put to the Chairman and no member of the public may speak for longer than three minutes. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct in which order this will be.

A public question shall not start a debate at the meeting.

### **Scope of Questions**

Questions must relate to a matter to which the Council has powers or duties or which affect the town of Saltash.

Questions will not be allowed on matters which have previously been determined.

The Chairman of the meeting will reject a question if it:

- Is not about a matter for which the Town Council has a responsibility or which affects the town of Saltash.
- Is defamatory, frivolous or offensive.
- Requires the disclosure of confidential information.

- Is the same, or substantially the same question as one asked in the previous six months.

### **Response to Questions**

Questions may be answered by the Mayor, Deputy Mayor, Town Councillors or the Town Clerk and will be dealt with in one of the following ways:

- A verbal response may be made at the meeting.
- The Town Clerk will be asked to respond in writing.
- The Town Council may decide to place the item on an agenda for a future meeting (or refer it to a Committee) for further consideration.

**Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person or clear the public gallery.**

### **Version History**

<b>Date</b>	<b>Details</b>
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.