

MARWOOD PARISH COUNCIL

Public Participation Procedure
2015 - 2016

Marwood Parish Council wishes to encourage public participation during its meetings in order to use this as one means of consulting with the public.

However, the Council recognises that rules must control the manner of participation in order that the Council Meeting may continue to operate effectively.

Public participation is an opportunity to ask questions, not to make statements. Accordingly the following rules must be observed for public participation at meetings.

- a) **General** – Members of the Public may ask questions of elected Members at Ordinary Meetings of the Council.
- b) **Time** – 10 minutes will be made available for questions at the commencement of Ordinary Meetings of the Council with each member of the public being allowed a maximum of 3 minutes to ask their question.
- c) **Order of Questions** – Questions will be asked in the order that they were received, except that the Chairman may group together similar questions.
- d) **Notice of Questions** – A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Parish Clerk not later than noon on the Monday preceding the Council meeting. The name and address of the questioner must be provided.
- e) **Number of Questions** – At any one meeting, no person may submit more than one question and not more than one such question may be asked on behalf of one organisation
- f) **Scope of Questions** – Questions will be rejected by the Parish Clerk if they:-
 - (i) are not about a matter for which the Council has a responsibility or which affects the Parish;
 - (ii) are defamatory, frivolous or offensive;
 - (iii) are substantially the same as a question which has been put at a meeting of the Council in the past six months; or
 - (iv) require the disclosure of confidential or exempt information.
- g) **Record of Questions** – The Parish Clerk will record each question and it will be retained for public inspection and will immediately provide the

Member to whom the question is to be put with a copy. If a specific Member is not named, the question will be deemed to be addressed to the Chairman. Rejected questions will include reasons for rejection. Copies of questions will be circulated to all Members with the agenda for the meeting and will be made available to the public attending the meeting.

- h) **Asking the Question at the Meeting** – The Chairman will invite the questioner to put the question to the Member named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman to put the question on their behalf. The Chairman may ask the question on behalf of the questioner, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.
- i) **Supplementary Question** – A questioner who has put a question in person may also put one supplementary question without notice following the reply from the named Member. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on the grounds referred to above.
- j) **Written Answers** – Any question which cannot be dealt with during public question time due to lack of time or due to the absence of the named Member, will be dealt with by a written answer to the questioner within five working days of the meeting.