

## PUBLIC QUESTIONS AT COUNCIL MEETINGS

At each Ordinary Meeting of the Council, a period will be allocated for public questions. Questions can be asked of the Leader and Cabinet Members to which the relevant member will respond. Each Cabinet Member has different responsibilities. You can [read more about Cabinet Members and their roles](#).

### Who can ask a question?

Anyone who lives, works or owns property in the district.

### How do I submit my question?

Questions must be received by 5pm on the fifth working day before the relevant Council meeting. This normally means that when a Council meeting normally takes place on a Wednesday, the deadline for the receipt of questions is 5pm on the Tuesday of the week before.

### You can submit a question to the Monitoring Officer:

By writing to: Democratic Services, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN or

By Email to: [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk)

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

When submitting your question, please include the following information:

- ❖ The date of the meeting at which you want to ask your question
- ❖ Your name, address, email address and telephone number
- ❖ The name of the organisation if the question is being asked on their behalf
- ❖ The name or position of the member of the Council to whom the question is to be put.

You will be expected to attend the meeting in order to put your question. Questions should not exceed two minutes in duration.

## **PUBLIC QUESTIONS AT COUNCIL MEETINGS**

### **Scope of questions:**

Questions –

- ❖ must relate to a matter for which the Council has powers or duties
- ❖ must not be in furtherance of you own particular circumstances
- ❖ must not be substantially the same as a question which has been put to a Council meeting in the past 6 months
- ❖ must not relate to an individual or personal dealings with the Council
- ❖ must not be derogatory, defamatory, frivolous, vexatious or offensive
- ❖ must not require the disclosure of confidential or exempt information
- ❖ must not relate to an item included elsewhere on the Council Agenda for that meeting
- ❖ should be limited to obtaining information or pressing for action
- ❖ must not refer to individual planning or licensing applications
- ❖ must not relate to the service conditions of any person employed by the Council
- ❖ must not relate to a matter in respect of which a response has already been given under the Council's complaints procedure or other formal process such as court or tribunal hearings
- ❖ must be capable of being answered in two minutes.

The Monitoring Officer may reject any question s/he does not consider to meet these requirements. If your question is rejected you will be notified in writing, giving the reasons.

### **What happens at the meeting?**

1. Copies of all valid questions will be made available to those present at the meeting.

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2. The Chairman will refer to the list of questions and will in turn ask each member of the public to stand and ask their question. Questions will be dealt with in the order in which they are received. If you do not wish to read your question out yourself then you may ask that it be read out on your behalf.
3. Your question must be directed to the Leader of the Council or to the relevant Cabinet Member.
4. There will be no discussion or debate on any question or answer.

### **Who can I contact for more information?**

You can contact the Democratic Services Team if you would like to discuss submitting questions to the Council. .You can contact the team by phone on [01480 388169](tel:01480388169) or by email: [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk)