

***Details of meeting dates and locations can be obtained from the Parish Office or from the website.***

## **Contact Us**

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## How to ask a Question at Council and Committee Meetings ...



**BOXLEY PARISH COUNCIL**

[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)



Boxley Parish Council welcomes questions from the public attending its Council and Committee Meetings.

## How can I address the Parish Council?

It is quite simple, all Parish Council and Committee 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 the general discussions of the meeting.

## How long do I have?

Three minutes are allowed per person. Councillors will only be allowed to ask any questions after you have finished.

## Will I get an answer at the meeting?

Not necessarily as the issue may need investigation or referral to a Parish Council Committee or outside agency. It would help if advance notice of your question or query could be supplied as this will ensure your query/question is taken to the right meeting. The issue may have previously been highlighted and it might be possible to supply such information to you prior to you attending.

Make sure you leave your details with the Clerk as the Parish Council will get back to you.

## Other things you should know

Members of the public are entitled to film or record parish council meetings and your attention is drawn to the separate policy and guidance on Recording of parish council meetings.

The minutes will not include your personal details.

If the issue is very personal, or you are disabled, have a speech or hearing impediment, do not wish to be recorded or just find it difficult to talk to a public gathering please discuss this with the Clerk. If necessary, she will make alternative arrangements to inform members of your issue. Assistive Listening Devices can normally be made available at meetings. If you use a hearing aid please therefore ask the Clerk for assistance.

It is possible to 'lobby' members before a meeting. If you wish to send a written explanation (at least 2 working days before a meeting) then this will be passed to members. You may still speak at the meeting if you do this.

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
- The Parish Council may wish to send you information or keep you in touch with any developments, don't forget to supply your name and address to the Clerk who always has spare paper and pens.