

## FALMOUTH TOWN COUNCIL



### **Questions from the Public**

#### **General**

Member of the public may ask questions at an ordinary meeting of the Council.

#### **Order of Questions**

Questions will be asked in the order notice of them was received, except that the Town Mayor may group together similar questions.

#### **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 Town Clerk no later than 48 hours before the day of the meeting. Each question must give the names and address of the questioner.

#### **Number of Questions**

At any one meeting no person may submit more than one question and no more than one supplementary question.

#### **Scope of questions**

The Town Clerk may reject a question if it:

- is not about a matter for which the Council has a responsibility or which affects the Town;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information.

#### **Record of questions**

The Town Clerk will enter each question in a file open to public inspection. Rejected question will include reasons for rejection.

### **Asking the questions at the meeting**

The Town Mayor will invite the questioner to put the question to the Member(s) named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Town Mayor or Town Clerk to put the question on their behalf. A written reply will be given to the questioner within a reasonable period following the meeting.

### **Supplemental question**

A questioner who has put a question in person may also put one supplementary question without notice. A supplementary question must arise directly out of the original question or the reply. The Town Mayor may reject a supplementary question on any of the grounds in Procedure Rule 'scope of questions' above.

### **Written answers**

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer.

### **Reference of question to a Committee**

Unless the Town Mayor decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

A M Williams ACIS  
Town Clerk  
November 2006