



Cranleigh Parish Council

PLEASE TURN OFF MOBILE PHONES DURING THE MEETING

Public Participation at Council Meetings

GUIDANCE NOTES

The Parish Council welcomes the involvement of the people of Cranleigh at its meetings which are open to the public.

The following procedure applies –

- * Questions by members who live or work within the Parish of Cranleigh shall be allowed on matters affecting the Parish Council at the beginning of each meeting of the Council or Committee.
- * The question must be relevant to the business of the Council or Committee.
- * Questions to the Council (Planning) Meeting shall be relevant to a specific item/s on the Agenda.
- * The period allowed for questions and the presentation of petitions shall not exceed fifteen minutes except with the consent of the Council or Committee. Questions need not be submitted in advance in writing, but questions presented in that form are more likely to receive a detailed reply and shall be taken first.
- * Each individual questioner shall be restricted to a total of 3 minutes.
- * Questions shall be directed to the Chairman of the meeting who may request another Member or the Clerk to reply.

Answers to questions may take the form of:

- A direct oral response
- When the desired information is contained in a publication, reference to that publication
- When it is more convenient to do so, a written answer subsequent to the meeting

Every question shall be put and answered without discussion although the questioner shall be permitted to ask one supplementary question relating to that question.

Questions shall not be permitted that relate to personal affairs of either the questioner or any other named person but should relate to matters of general concern or interest.

The Chairman of the meeting shall disallow any question that is, in his opinion, scurrilous, improper, capricious, irrelevant or otherwise objectionable.

No decisions can be made by the Council during the public participation session.

**If you are unclear on any aspect of the above, please contact the Parish Clerk,
Village Way, Cranleigh, Surrey, GU6 8AF Tel: 01483 272311, Fax: 01483 277573,
email: adminclerk@cranleighpc.org Website: www.cranleighpc.org**