

How to Ask a Question at Council & Committee Meetings



**Hartley Parish Council
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How can I address the Parish Council?

At all meetings of the Council and its Committees and sub Committees, the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting to make representations, ask questions or give evidence relating to the business to be transacted at that meeting.

Once the meeting has been reconvened you will not be allowed to join in the general discussions of the meeting.

Will I receive an answer at the meeting?

Not necessarily as the issue may need investigation or referral to a Parish Council Committee or outside agency.

Other things that you should know.

Your query may not necessarily be recorded in the official minutes of the meeting but if it is, your name will also be recorded.

A separate note will be kept of your question/query and the action that needs to be taken.

The press and other members of the public may be present. You should not slander or make offensive comments about anyone.

If you would like to ask a question but find it difficult to talk to a public gathering, please discuss this with the Clerk prior to the meeting, who will make alternative arrangements for your issue to be notified to members.

Tips for helping you present your views.

Firstly state your name and what your question relates to.

- Open your talk 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 that 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 so don't forget to supply your name and address to the Clerk.