



Gainford & Langton Parish Council wishes to encourage public participation during its meetings in order to use this as one means of consulting with the public. However, the Council recognises that rules must control the manner of participation in order that the Council Meeting may continue to operate effectively.

Public participation is an opportunity to ask questions, **not to make statements**. Accordingly the following rules must be observed for public participation at meetings.

- a) General – Members of the public may ask questions of elected members at ordinary meetings of the council.
- b) Time – 15 minutes will be made available for questions at the commencement of ordinary meetings of the council with each member of the public being allowed a maximum of 3 minutes to ask their question. The Clerk will advise on timing.
- c) Order of Questions – Questions will be asked in the order that they were received, except that the Chair may group together similar questions.
- d) 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 Clerk not later than noon on the Monday preceding the Council meeting. The name and address of the questioner must be provided.
- e) Number of Questions – At any one meeting, no person may submit more than one question and not more than one such question may be asked on behalf of one organisation
- f) Scope of Questions – Questions will be rejected by the if they: -
 - (i) are not about a matter for which the Council has a responsibility, or which affects the parish;
 - (ii) are defamatory, frivolous, or offensive;
 - (iii) are substantially the same as a question which has been put at a meeting of the council in the past six months; or
 - (iv) require the disclosure of confidential or exempt information.