



BLYTH TOWN COUNCIL

PUBLIC QUESTION TIME PROCEDURE

Public Question Time is scheduled to take place prior to the meeting of the Full Council at 6.00 pm for 20 minutes. Questions will be answered by the Mayor, the Town Clerk or any Councillor who can contribute to the reply. Where no questions have been received Full Council will start as soon as this has been acknowledged.

Please note that in order to give a full and detailed response to questions raised at the meeting, it may be necessary defer a response in order to gather further information.

To allow the maximum public participation, at any one meeting, no person may ask more than **two questions**. Written questions are preferred, however, questions will be accepted at Council. The Mayor does have the discretion to allow more if the allotted time has not been exceeded and no other member of the public wishes to put any questions.

Once a question has been answered, **no discussion or debate will take place on the question**.

A question may be rejected if:

- It is not about a matter for which the Council has a responsibility.
- It is defamatory, frivolous or offensive.
- It requires the disclosure of confidential or exempt information.
- It relates to staffing or industrial relation matters.
- It relates to planning or any other regulatory issues.
- The same question has been put at a meeting in the past six months.

Questions and responses will be anonymised to ensure security and any GDPR implications there may be. Any personal details will be taken by officers after the meeting if a follow up is necessary. All questions and responses will be publicised on the Blyth Town Council website.

On the occasion of the Full Council being in progress, and if within the period up to 6.20 pm a member of the public arrives with a questions to ask, then the Mayor will conclude the particular agenda item and then allow the Public Question to be raised.