



PADDOCK WOOD TOWN COUNCIL

Procedure for managing questions to County or Borough Councillors at Town Council meetings.

Prior to the commencement of Full Council meetings, a 10-minute period is set aside for questions from the Town Council to be put to County or Borough Councillors. (Standing Order 3(f))

Borough or County Councillors may also be invited to brief the Town Council on relevant issues if time allows.

For this Q and A session the Chairman shall be the Chairman of the Town Council unless he or she is an elected Borough or County Councillor in which case the chair shall be taken either by the Vice Chairman of the Town Council (if not a Borough/County Councillor) or by a person nominated by Town Councillors present at the meeting.

Questions asked at a Town Council meeting should be specific to Paddock Wood and seeking to obtain facts NOT the Borough or County Councillor's views or opinions. Any other questions should be directed to the relevant councillor outside the meeting.

In order not to delay subsequent business of the Council it is important that this Q and A session should not be unduly prolonged. To this end Town Councillors should submit questions a week in advance if possible, to the Borough/County Councillor concerned (copied to the Town Clerk).

Questions put forward at this session will not necessarily be answered at the meeting. It is however requested that a response is received from the borough/county council in time for the next meeting so that it can be recorded in the minutes. Any answers given are not to be discussed or debated. The questioner may ask one supplementary question.