

# Otterburn Parish Council

## Public Question Time at Parish Council meetings

### Protocol and Process

A member of public wishing to raise a matter at a forthcoming Otterburn Parish Council meeting must provide details to the Parish Clerk by 5.00pm one week before the meeting in question. Note – The Parish Council normally meets the first Tuesday each month apart from January and August when there are no meetings or unless otherwise advised.

The Parish Clerk can be contacted on either email – [otterburnpc@hotmail.co.uk](mailto:otterburnpc@hotmail.co.uk) or telephone 520535.

The topic raised will require the agreement of the majority of the Councillors (Chair has defining vote where tied) before being included on the agenda.

The person raising the matter will be advised whether it has been included.

Five minutes will be allocated on the agenda for each subject for residents to present their comments. Note this is five minutes per subject and will need to be shared by however many have raised the topic.

After the topic has been presented the Councillors will discuss, ask questions, if necessary before making a decision or deferring for more information.

The five minute presentation and deliberations by the Councillors will be minuted as part of the Parish Council meeting.

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### Surgery time with the Parish Councillors

After each Parish Council meeting the Councillors will be available for up to 15 minutes for informal discussion. Parishioners will be able to provide comments / feedback on matters discussed during the meeting as well as suggestions for topics that they wish to be considered by the Councillors.