



Part A: Public Question Time Policy

1. Purpose

Public Question Time provides an opportunity for members of the public to:

- ask questions of the Parish Council;
- raise matters of local concern; and
- engage with the democratic process.

It is not a decision-making session, but an opportunity for dialogue.

2. Timing and duration

Public Question Time will take place at the start of each Full Parish Council meeting

The session will last a maximum of 15 minutes, 3 minutes per individual (unless extended at the Chair's discretion)

3. Who may speak

Any member of the public or press may participate.

Speakers must give their name before speaking.

4. Asking questions

Questions should relate to matters within the Parish Council's responsibilities

Each speaker may:

- ask one question; and
- one supplementary question if time allows.

Questions should be concise and respectful

5. Notice of questions

Questions may be submitted in advance to the Clerk.

Advance notice allows for more detailed responses.

6. Responses

Responses may take the form of:

- a direct answer at the meeting;
- a written response after the meeting; or
- referral to a future agenda item.

The Parish Council is not required to provide an immediate answer.

7. Conduct

Participants must:

- treat Councillors, staff, and others with respect;
- not use offensive, defamatory, or abusive language; and
- not interrupt others.



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The Chair may:

- stop a speaker if rules are not followed; or
- ask a person to leave if behaviour is unreasonable.

8. No debate

Public Question Time is not a debate.

Members of the public may not enter into discussion with Councillors during the session.

9. Recording

Questions and responses may be summarised in the minutes.

Meetings may be recorded in accordance with Parish Council policy.

10. Exclusions

The following will not be accepted:

- questions relating to confidential matters;
- ongoing legal or staffing issues; and
- personal complaints (these should follow the Complaints Procedure).



Part B: Guide to Parish Council Meetings

1. Purpose of meetings

Parish Council meetings are formal decision-making forums where elected Councillors:

- consider reports and proposals;
- debate issues affecting the parish; and
- make decisions on behalf of the community.

2. Types of meetings

The Parish Council may hold:

- Annual Parish Meeting (in April);
- Annual Council Meeting (in May);
- Ordinary Meetings of the full Council (scheduled throughout the year); and
- Extraordinary Meetings (scheduled as required).

3. Agendas

Agendas are published at least 3 clear days before meetings.

They list the business to be considered.

Decisions can only be made on items listed on the agenda.

4. Order of business

The order of business is generally as follows:

- Apologies for absence
- Declarations of interest
- Public Question Time
- Approval of previous minutes
- Reports
- Planning matters
- Matters arising
- Finance and payments
- Other agenda items
- Date of next meeting

5. Role of the Chair

The Chair:

- presides over the meeting;
- ensures rules are followed;
- manages debate; and
- has a casting vote if required.



6. Role of Councillors

Councillors:

- represent the interests of the community;
- participate in debate;
- make informed decisions; and
- must declare interests where appropriate.

7. Role of the Clerk

The Clerk:

- prepares agendas and minutes;
- provides procedural advice;
- implements Council decisions; and
- ensures legal compliance.

8. Debate Rules

All comments must be addressed through the Chair.

Only one person speaks at a time.

Speakers should be concise and relevant.

The Chair may limit the length of speeches.

9. Voting

Decisions are made by a majority vote.

Voting is normally by a show of hands.

The Chair has a casting vote in the event of a tie.

10. Minutes

Minutes are an official record of decisions

They are approved at the next meeting

Once approved, they are published

11. Public Attendance

Members of the public:

- are welcome to attend; and
- may observe the meeting; but
- may not participate except during Public Question Time.

12. Confidential Items

Some items may be considered in private where permitted by law (e.g. staffing or legal matters under the Local Government Act 1972).