

# Asking a question at a council meeting



## Can I ask a question at a council meeting?

You can ask questions of members of the cabinet or chairs of committees at ordinary meetings of the council. Public questions cannot be asked at special council meetings.

## How soon before the meeting should I submit my question?

The chief executive must receive your question by noon, seven working days before the day of the meeting. The deadlines for submitting questions are set out on the council's website: [www.medway.gov.uk/101877](http://www.medway.gov.uk/101877)

## What information should I include?

You must give your name, address and the name of the member of the council the question is for. If you are unsure who to address your question to, please contact the Democratic Services Team for advice.

## Can I ask more than one question?

You can ask up to two questions at one meeting. People who have not asked questions before will be given priority and second questions will be dealt with when all first questions have been answered.

## Is there a time limit?

There is a **30-minute** time limit for taking and answering questions. Any questions not dealt with in the time limit will receive a written reply as soon as possible after the meeting.

## How do I submit my question?

Please send your question to the chief executive of Medway Council. Post it to:

**Chief executive, c/o Democratic Services, Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR.**

Or email it to

[democratic.services@medway.gov.uk](mailto:democratic.services@medway.gov.uk)

If your question is accepted for consideration, it will be sent immediately to the member who is expected to answer.

## Is there any reason for my question to be rejected?

The chief executive may reject a question if it:

- is not about a matter for which the council has responsibility or doesn't affect the area;
- is frivolous, defamatory, offensive, racist, sexist, homophobic or inappropriate;
- is the same as a question which has been raised at a council meeting in the past six months;
- requires the disclosure of confidential or exempt information.

We will explain why, if your question is rejected.

## Will my question be published?

Yes. Every question is entered into a book open for public inspection. If the question has been rejected because it is considered frivolous, defamatory, offensive, racist, sexist, homophobic or inappropriate then only the fact that a question was received, and that it was considered inappropriate will be recorded. Rejected questions will include the reason for rejection. Questions are also published on the agenda for the council meeting.

Both your question and a summary of the response will be recorded in the minutes of the meeting unless you do not attend to ask your question.

The agenda and minutes of the meeting are published on the council's website [www.medway.gov.uk/council](http://www.medway.gov.uk/council)

## When and where are council meetings held?

Council meetings are usually held at 7pm on a Thursday, at the St George's Centre, Pembroke Road, Chatham Maritime. They take place every six weeks.

An up-to-date schedule of meetings is available on the council's website [www.medway.gov.uk/council](http://www.medway.gov.uk/council)

If you are unable to attend, you will receive a written response to your question as soon as possible after the meeting.

## What time should I arrive?

Please arrive at 6.45pm. You will be met by a member of staff and shown to your seat.

## What will happen at the meeting?

At the appropriate time, the mayor will invite you to put your question to the member named. Once the member has answered, the Mayor will ask you if you have a short supplementary question and need a reply.

## What will happen after the meeting?

After the meeting you will receive a written summary of the response to your question.

If you want to find out more about asking questions at a council meeting or when and where the next meeting is due, please phone

**01634 332760**

or email

**democratic.services@medway.gov.uk**

## Who to contact



**Customer services: 01634 333333**

*8am to 8pm (Mon-Fri) 9am to 1pm (Sat)*

Please note: Calls to customer services may be recorded or monitored for security and staff development purposes.



**Democratic Services, Medway Council,  
Gun Wharf, Dock Road, Chatham, Medway,  
Kent ME4 4TR.**



Email: **democratic.services@medway.gov.uk**

Website: **www.medway.gov.uk**



Minicom: **01634 333111**

This information can be made available in other formats from **01634 333333**

If you have any questions about this leaflet and you want to speak to someone in your own language please ring **01634 335577**

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