

## HOW TO APPLY

Applications should be made in writing and provide the following information about the questioner:-

Name

Address

Telephone Number

If the questioner does not live in Hart District, the place of work and nature of business should be provided.

Please send your question to:

Chief Executive

Hart District Council

Civic Offices

Harlington Way

Fleet

Hants GU51 4AE

Alternatively, you can e-mail your question (and the information requested above) to:  
**[committeeservices@hart.gov.uk](mailto:committeeservices@hart.gov.uk)**

Be sure to keep a copy of the question for yourself to enable you to ask it, in the form in which it was submitted, at the Council Meeting.

## DATES OF COUNCIL MEETINGS IN 2011/2012

19 May 2011 (Annual Council)

30 June 2011

28 July 2011

29 September 2011

27 October 2011

24 November 2011

15 December 2011

26 January 2012

23 February 2012

29 March 2012

26 April 2012

**Council meetings start at 7.00pm and are held in the Council Chamber**



## QUESTION TIME AT FULL COUNCIL

May 2011

**(Copies in LARGE PRINT and Braille are also available)**

## **CODE OF PRACTICE**

### **1) Who may ask Questions**

Anyone (excluding Councillors) who lives or works in the District may ask a question provided they are present at the meeting when the question is called by the Chairman of the Council.

### **2) Subject Matter of Questions**

Questions may be on any subject in relation to which the Council have powers or duties, or which affects the District. Questions should be of general interest, rather than those, which affect one or two individuals. Questions should be relevant to local government and not, for example, matters within the province of national government (such as foreign policy). Questions which relate to specific employees, are defamatory, frivolous or offensive, are substantially the same as any that have been asked within the previous six months, or require the disclosure of sensitive information, will not be accepted.

### **3) Notice of Questions**

Written notice of questions should be given to the Chief Executive as early as possible before the meeting, and no later than 5pm on the Friday preceding the Council Meeting (usually held on

Thursdays). Where a detailed answer is sought, the more notice which is given the better.

### **4) Which Questions are Called**

Normally, all questions will be called subject to the above criteria and the time available.

### **5) Putting of Questions**

When called upon, questioners should state their name and address, and ask their question as previously submitted.

### **6) Supplementary Questions**

The Questioner may, on receiving an oral answer, ask a supplementary question provided that it relates to the question asked or to the answer given.

### **7) Answers**

The Chairman of the Council will normally ask the relevant Cabinet Member or other appropriate Member to respond. The Member responsible, bearing in mind that any answer must reflect Council policy, may decline to give an answer or opt to give the questioner a written reply. Where an oral answer is given this will also be given in writing.

### **8) Questions not answered**

Any question not answered because of lack of time will be answered in writing.

### **9) Minutes**

The full text of the question and the answer given, together with an outline of any supplementary question and answer, will be included in the Minutes of the meeting.

Should you have any queries, please contact:-

Committee Services  
Hart District Council  
Civic Offices  
Harlington Way  
Fleet  
Hants  
GU51 4AE

Fax: 01252 774409

Email: [committeeservices@hart.gov.uk](mailto:committeeservices@hart.gov.uk)

Tel: 01252 622122

Ext: 4141 or 4126