

Questions by the public to be heard at full Council

Please ensure you have read the guidance before completing this form.

Questions submitted using this form must be a question to a member of the Executive or committee chair to be heard and responded to at the next full Council meeting. Notice of questions via this online form must have been given by 5.00 pm at least six clear working days before the meeting (for example, for a meeting on Wednesday, the question must be received by 5 pm on the Monday in the week before the meeting).

Please note that each question must give the name and address of the questioner. The questioner will be required to be in attendance at the full council meeting for the question to be considered unless exceptional circumstances apply, details of which should be provided in the form below.

If you are unable to attend the meeting, please provide reasons below. You will be advised whether or not your question will be put in your absence.

This form should not be used for general enquiries on Council services and will be rejected by the Chief Executive if it:

- 1) is not about a matter in respect of which the Council has powers or duties or which affects the Borough;
- 2) is defamatory, frivolous or offensive;
- 3) is substantially the same as another question which has been put at a meeting of the Council in the previous six months; or
- 4) requires the disclosure of confidential or exempt information.

Further details of the requirements relating to questions submitted by the public can be found in section 4 of the constitution.

* Required

1. Name: *

2. Address: *

3. Post Code: *

4. Telephone number: *

5. Email address: *

6. What is your question? *

7. Confirmation of attendance. *

By ticking below, you confirm that you will be in attendance for your question to be heard by the Members of Council.

- Please tick to confirm your attendance.
- Please tick to confirm you are unable to attend the meeting.

8. Reasons for absence *

If you are unable to attend the meeting, please provide reasons below. You will be advised whether or not your question will be put in your absence.

9. Privacy Statement *

We will use the information you provide for the purposes stated on this form or in pursuance of any other legitimate interest held by the Council. Your personal information may also be processed to facilitate the provision of services in respect of any of the Council's activities or for the prevention and detection of crime and fraud. Under the Data Protection Act Gedling Borough Council is the Data Controller for the information you have given us.

- Please tick to confirm you have read this statement.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.