

## **Public Question Time Protocol**

### **Glynneath Town Council**

Glynneath Town Council is currently operating its Full Council meetings remotely in line with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. During this time, the Town Council will continue to hold Public Question Time as its meetings. However, in order to facilitate this item and ensure that the public can continue to access the meetings, the Town Council will have to slightly change the way in which members of the public will be invited to participate and the way in which the Town Council is able to respond to questions.

1. Town Council meetings will be held on Zoom. The meeting code will be advertised on the agenda. Any member of the public who does not have IT access, will be able to join the meeting through use of a phone.
2. Notice of the question that you wish to ask must be provided to the Town Clerk at least two hours before the start of the meeting.
  - a) This can be done by email or telephone.
  - b) You must provide the question in full.
  - c) The question must relate to an item on the agenda. If it does not, you must contact the Council through the Clerk in the usual manner outside of the meeting.
  - d) If your question does not meet the above criteria, you will be advised accordingly that you will not be invited to speak at the meeting and the reason why.
  - e) You must provide a contact name, address/email that may be required to respond to your question.
  - f) The Chairman will be advised of any member who wishes to ask a question.
3. During Public Question Time on the agenda, the Mayor will call your name. You will then be unmuted and invited to ask your question. You will then be muted in order to allow the Chairman to answer the question without interruption.
4. The Chairman will confirm that you have understood the response provided. You will be unmuted to respond. You will then be muted for the rest of the meeting in line with meeting protocol.
5. The question can only be responded to by the Chairman, who can only provide factual information.
6. If the Chairman cannot provide an answer to the question, you will be advised accordingly and sent a written response within 10 working days.\*\*

### **Review**

This protocol will be reviewed as and when required by the Chairman and Town Clerk, in line with changes to Full Council meeting agenda.

*\*\*Any draft response will be circulated to all Councillors before sending, to ensure that Members are aware of the information that is being provided, and that it is true and correct.*