

Appendix 1: Amendments to Questions By Members of the Public

13.9 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Councillor to whom it was to be put, will be dealt with through written answer, that is sent to the questioner. The written response will be included in the minutes, with a note that a written response was given either because of lack of time or because the relevant Councillor was not present.

13.10 Response to Questions

Where the question is discussed and answered during the meeting, the responses to the questions will not be minuted, as the Council webcasts its meetings so there is already a full record of the response. The minutes will state whether the Councillor responded to the question or not and will refer the public to the webcast for the full response.

If the webcast has failed prior to the start of the meeting, a summary of the answer will be included in the minutes.

~~All questions should be responded to in writing and the response shall be published in the minutes of the meeting along with the question and placed upon the Council's website.~~