

‘Having your Say’ at Meetings of Storey’s Field Community Trust

Introduction

Are you concerned about a service provided by the Trust that affects local people?

Did you know that you can ask a question or make a statement at a meeting of the Trust?

This guide sets out the rules for public question time and explains how you can get involved. The Trust needs to know your views, and public question time is a great way to get involved in our work.

At which meetings can I ask a question/make a statement?

Questions can be asked or statements made at most Trust Board Meetings. There may be a few meetings (or parts of meetings) not open to the public because they deal with personal or contractually sensitive matters.

What can I ask questions/make statements about?

The question/statement must relate to:

- the Trust; or
- the services provided by, or on behalf of, the Trust.

Are there any restrictions on what I can ask a question/make a statement about?

The question/statement must not:

- contain offensive or defamatory expressions
- relate to the conduct of individual Trust employees
- not divulge confidential or exempt information
- be identical or very similar to a question/statement that has already been answered at a previous meeting.

What can I ask questions/make statements about?

You can raise any issue of concern or interest in respect of the Community Centre facilities (the areas managed by the Trust).

Are there deadlines for sending in questions/statements?

NO. On arrival at the meeting you will be asked to fill in a 'Question Form' or alternatively you can raise your hand during the open forum section of the agenda.

What do I need to do on the day of the meeting?

You should arrive at the venue 15 minutes before the start of the meeting and ask for the secretary to the committee. The secretary to the committee will be able to answer any last minute questions and check that you are happy with the process.

When will I be able to speak?

The 'Open Forum' section is normally dealt with at the beginning of the meeting. However this may vary, and you are advised to contact the secretary to the committee prior to the meeting.

How long will I be able to speak for?

The 'Open Forum' section will last for a maximum of 15 minutes, and the Chair will impose a limit of 3 minutes on individual contributions.

What happens next?

Where possible a Trustee or an officer of the Trust will answer your question at the meeting. If this is not possible information may be fed back to you outside of the meeting and/or reported back on at the next meeting.

If you need any special help with accessing Trust Board meetings or if you have any special requirements please advise the Secretary to the Committee before the meeting.

For more information please contact:
Storey's Field Community Trust on:

Tel: 01223 760195

Or visit our webpage at:
<http://www.nwcambridge.co.uk/consultation-centre.php>

Other useful information

When does the Trust meet?

Meeting dates of the Trust can be found on the webpage

Who are the Trustees?

Professor Jeremy Sanders (Chair)
Dr Jonathan Nicholls
Heather Topel
Sian Reid
Kevin Blencowe
John Hipkin