



Fyfield Parish Council

Process to respond to questions from members of the public

Fyfield Parish Council welcome all queries from members of the public, either in person at our monthly meetings (please see meeting dates on our website - [Meetings | Fyfield Parish Council \(fyfieldpc.wixsite.com\)](#)) or via email to fyfieldparishcouncil@gmail.com

- If there is no immediate answer available to the question posed, the Clerk will confirm to the member of the public that their question has been noted and an answer will be provided in due course.
- If the question is received during a council meeting, the Clerk will speak with the member of the public at the end of the meeting and take down contact details.
- If the question posed needs to be raised and discussed by the council, the Clerk will advise the member of the public that the question will be added to the agenda for the next meeting.
- The member of the public will be kept informed on the progress of their question by the Clerk until an answer is provided.

It is the Clerks aim to ensure any and all questions received from members of the public be answered in as timely a manner as possible.