

Storey's Field Centre

Storey's Field Centre
Eddington Avenue,
Eddington - Cambridge CB3 1AA
www.storeysfieldcentre.org.uk

Storey's Field Community Trust

Public Access at Meetings

Storey's Field Community Trust encourages engagement from members of the public to attend, ask questions or to make statements at our meetings. The Trust values your views and public questions at Trustee meetings are a great way to find out more about our work, to get involved and for your voice to be heard by our trustees. This policy sets out the rules for public questions and explains how you can get your questions answered and your voice.

Questions can be asked or statements made at most Trust Board Meetings. From time to time parts of the meeting will be private for Trustees, council officers or University staff particularly if we are discussing sensitive business or staffing issues.

Meeting agendas are normally available a few days before the meeting and minutes are published on the NW Cambridge website and on the Storey's Field Centre website www.storeysfieldcentre.org.uk

The question/statement must not:

- Contain offensive or defamatory expressions
- Relate to the conduct of individual Trust employees or Trustees
- Divulge confidential or exempt information
- Be identical or very similar to a question/statement that has already been answered at a previous meeting.

Issues of conduct, complaints and compliments can be submitted in writing to the Centre Manager or to the Chair of Trustees at any time.

Frequently Asked Questions:

- Are there deadlines for sending in questions/statements?

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 Company Secretary who will be able to answer any last minute questions and check that you are happy with the process. 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 Company Secretary prior to the meeting.

- 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. You can raise any issue of concern or interest in respect of the Community Centre or Storey's Field (the areas managed by the Trust). If your question relates to an item on the agenda the chair might ask you to delay asking until later in 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 may impose a limit on individual contributions of three minutes.

- 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 Centre Manager before the meeting.

For more information please contact Storey's Field Trust

Tel: 01223 656696

Office: info@storeysfieldcentre.org.uk

Company Secretary: Secretary@storeysfieldcentre.org.uk