should be put in writing and delivered to the Proper Officer no later than 24 hours before the commencement of the meeting of the Council

(5) Only one person may speak to a petition and such speech shall not exceed five minutes, inclusive of the reading of the substance of the petition or other reference to it. At the conclusion of the speech the petition shall stand referred without discussion to the appropriate Cabinet Member or Committee Chairman.

(6) The Petitioner shall be invited by the Proper Officer to attend and speak for up to five minutes at the relevant Committee meeting if a petition has been so referred. Where a petition has been referred to a Cabinet Member then that Member shall invite the Petitioner to speak briefly to their petition.

27. PUBLIC ARRANGEMENTS - QUESTIONS

(1) This Standing Order applies to all meetings of Council, except the Annual Meeting and all Committees except Development Control Committees, Boards of the Licensing Committee and HIC Board.

(2)(i) A registered local government elector for the area of the authority may at the appointed time during a meeting ask a relevant question about any matter on which the Council, the executive or a committee has power to act.
(ii) At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation. Related questions will be treated as one question; asked together and answered as one question.

(3)(i) A question may only be asked if notice has been given by sending the question in writing or by electronic mail to the Head of Legal and Governance:-
(a) at least 48 hours before the commencement of the meeting.
(ii) Each question must give the name and address of the questioner.
(iii) Each question will be entered in a book kept for that purpose in order of receipt.

(4)(i) The proper officer may reject a question if:-
(a) it is not about a matter for which the local authority has a responsibility or which affects the borough; or

(b) it is defamatory, frivolous or offensive; or

(c) it is substantially the same as a question which has been put at a meeting of the Council in the past six months; or

(d) it requires the disclosure of confidential or exempt information.

(ii) The question will be dealt with at the relevant committee, or Council meeting. Questions to the Cabinet will be dealt with at Council meetings

(5)(i) Questions received will be tabled at the relevant meeting. Each question shall be read out or referred to at the meeting only by the person signing it.

(ii) At Council it shall be directed by the Mayor to the Chair of the Committee or the Cabinet Member. At Committee it will be answered by the Chair. The relevant Member may answer verbally and may undertake to provide a prompt fuller written reply.

(6) All questions shall be put and answered without discussion.

(7) Public question time shall be limited so that no further question shall be put after 15 minutes from the commencement of the first question, notwithstanding that not all questions may be able to be dealt with at the meeting. Any questions remaining shall be answered in writing by the appropriate Chair or Cabinet Member as will any questions not put, because of the non attendance of the questioner, or not answered, because of non attendance of the Member.

(8) If a matter has been dealt with by the relevant Committee or by Council then a similar question will not be permitted at a subsequent meeting of either the Committee or Council until a period of six months has elapsed.

(9) Any background paper(s) or briefing note(s) relied upon by the Member in responding to a public question shall, upon request, be provided to the Questioner.

28. DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

(1) Any Member or Co-opted Member with a disclosable