



1. **COUNCIL POLICIES**
- 1.1 **COUNCIL CHAMBER & MEETINGS**
- 1.1.6 **Councillor Queries – Accounts for Payments**

The process for Councillor queries on cheques listed in Accounts for Payments items be as follows:

1. On receiving Agenda item, queries on cheques listed to be facsimiled to or personally advised to Director Corporate by Tuesday 12 noon prior to the Council Meeting.
2. Director Corporate to reply to listed queries by Thursday 12 noon.
3. Should the Councillor not be satisfied with answers provided, they should telephone or facsimile the Director Corporate for further clarification Thursday afternoon prior to Council Meeting.
4. If after following this procedure, the Councillor is still not satisfied with explanations, the Councillor may raise issue at the Council Meeting.
5. Cheques and invoices for monthly creditor payments are to be made available for Councillors perusal on Council Meeting day.

**REVIEWED AND ADOPTED 13 JUNE 2002
NEXT DUE FOR REVIEW JUNE 2006**

The Administration of this Policy is by Coporate Division.