

# Meeting Attendance Questionnaire



Please complete Part A if you have not attended a committee meeting of Sedgemoor District Council.

If you have attended a committee meeting of Sedgemoor District Council, please complete Part B instead.

## **PART A**

1. Do you know how to find out when Sedgemoor District Council meetings take place?

Yes                       No

2. Do you know how to access documents relating to those meetings?

Yes                       No

3. Which would be your preferred method of finding out when Sedgemoor District Council meetings take place?

Internet                       At Council offices  
 Other                           Parish/Town Council Noticeboard

If "other", please explain by which method:

.....

4. Which would be your preferred method of accessing documents?

Internet                       At Council offices  
 Other

If "other", please explain by which method:

.....

5. Most Sedgemoor District Council meetings take place during the day, would you be able to attend during the day?

Yes                           No

If not, why?

.....

6. What would be your preferred time of day to attend a Sedgemoor District Council meeting?

Morning                       Afternoon                       Evening

# Meeting Attendance Questionnaire



7. Would you be concerned that evening meetings could impact upon the quality of decision-making due to tiredness etc. ?

Yes

No

If yes, please explain why:

.....

8. Most Sedgemoor District Council meetings take place in Bridgwater House. Is Bridgwater House accessible to you?

Yes

No

If not, why? And what would be your preferred venue?

.....

9. If meetings were arranged at your preferred time/venue, would you attend?

Yes

No

Please explain:

.....

10. Please give any other reasons that you have for not attending Sedgemoor District Council meetings:

## PART B

1. What meeting are you attending?

.....

2. Have you attended before?

Yes

No

If so, please give details:

.....

3. Why are you attending?

.....

4. How did you find out about the meeting?

Website

Press

Reception

Involved in item on Agenda

5. How did you get to the meeting?

On foot

By car

Public transport

Other (Please clarify)

6. How accessible did you find the venue?

Hard to access

Accessible

If hard to access, please explain why:

.....

7. Were the speakers clear?

Yes

No

If not, please explain:

.....

8. Were you able to properly observe the proceedings?

Yes

No

If not, please explain:

.....

9. Were the facilities (e.g. seating, toilets, etc.) adequate?

 Yes No

If not, please explain:

.....

10. Did you understand what was going on?

 Yes No

If not, please explain:

.....

11. Would the availability of documents in alternative formats/languages have been useful to you?

 Yes No

If yes, please confirm which format:

.....

12. If accessed on website, how easily did you find the documents?

 Easily With Difficulty

If 'with difficulty' please explain:

.....

13. Was the time of the meeting convenient to you?

 Yes No

If not, please explain why:

.....

14. What time of day would be most convenient for you to attend a meeting?

 Morning Afternoon Evening

15. Would you be concerned that evening meetings could impact upon the quality of decision-making?

 Yes No

Please explain why:

.....

16. How could the Council encourage better attendance of the public at meetings?  
(Please make any comments/suggestions in the space below).

17. Would you prefer the meeting to take place in a different venue?

Yes  No

If so, where?

.....

18. What more could Sedgemoor District Council do to improve your experience of attending a meeting? (Please make any comments/suggestions in the space below)

What age group are you in?

Short Response categories	
<input type="checkbox"/>	15 years and under
<input type="checkbox"/>	16-19 years
<input type="checkbox"/>	20-34 years
<input type="checkbox"/>	35-49 years
<input type="checkbox"/>	50-64 years
<input type="checkbox"/>	65-79 years
<input type="checkbox"/>	80+ years

What is your gender?

Short response categories	
<input type="checkbox"/>	Female
<input type="checkbox"/>	Male

Do you consider yourself to have a disability?

- Yes
- No

Which of the following best describes your ethnic group?

Short response categories	
<input type="checkbox"/>	White
<input type="checkbox"/>	Asian or Asian British
<input type="checkbox"/>	Black or Black British
<input type="checkbox"/>	Mixed
<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Other - please state

What is your religion?

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Sikh                              |
| <input type="checkbox"/> Buddhist  | <input type="checkbox"/> Any other religion - please state |
| <input type="checkbox"/> Hindu     | <input type="checkbox"/> No religion                       |
| <input type="checkbox"/> Jewish    | <input type="checkbox"/> Prefer not to say                 |
| <input type="checkbox"/> Muslim    |  |

What is your sexual orientation?

- |  |  |
|--|--|
| <input type="checkbox"/> Bisexual          | <input type="checkbox"/> Heterosexual/straight |
| <input type="checkbox"/> Gay man           | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Gay woman/lesbian | <input type="checkbox"/> Prefer not to say     |

This document is also available in Braille, large print, tape and disc. We can provide other translations on request.

This document is also available on the Sedgemoor District Council website.