



## Remote Meeting Procedures

From 4 April 2020 until 7 May 2021, Parish Councils have been given provision under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") to hold legal virtual meetings.

This can be via a variety of different platforms – the Parish Council has chosen to use [Zoom](#) in order that the meeting is publicly available. The Clerk will Host the meeting using the Parish Council-paid account.

The meeting will be a formal Parish Council meeting and will be held using the agenda which the Clerk has published. It will be governed by the usual Standing Orders, Financial Regulations, Code of Conduct and associated policies.

A code and link to the virtual meeting will be detailed on the agenda and published on the website in order that the public are able to attend, just as they would be able to attend a meeting in the Bartholomew Room. Attendees will also have the ability to dial in to the meeting via telephone.

Attendees will collect in the Zoom 'waiting room' prior to the meeting and will be admitted by the 'Host'. As the Host, the Clerk will have the ability to mute or remove anyone deemed a nuisance. All attendees will be set to 'mute' on entry to the meeting and only the Chairman of the meeting will remain unmuted. All other participants, if they wish to speak will be unmuted as directed by the Chairman.

As with meetings in the Bartholomew Room, members of the public will be given the opportunity to speak on agenda items during the public participation session, but will not be permitted to speak at other times, unless invited to do so by the Chairman.

In order to protect participants from malware, the 'chat', file sharing and screen sharing function will be disabled during the meeting. If necessary, the Clerk will display any documents required using the 'share screen' function.

Anyone wanting to speak should raise their hand using 'raise hand' in the options within the Participants section or by waving if they're using a camera so that the Chairman can see. Where a member has disclosed a Pecuniary Interest or other declaration in an agenda item that requires them to be absent from the meeting for that item, the member will leave the virtual meeting (go to the waiting room) for the duration of the item. Failure to do so would be a breach of the Council's Code of Conduct. At the conclusion of the item, the Chairman/Clerk will ensure that any member who has absented themselves from the meeting has re-joined the meeting before moving to the next agenda item.

Where at all possible, Councillors will ensure they are seen during meetings. It is requested that members of the public are also seen out of courtesy to everyone.

8 June 2020