

VIRTUAL MEETINGS

GUIDELINES & ETIQUETTE

1. Introduction

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”) came into force on the 4 April 2020.

The Regulations remove the legal obligation to hold local authority meetings at a specified physical location, by permitting members and others attending the meeting to do so by way of ‘remote attendance’.

In general, the council will try and keep to its usual approach to meetings and stick to Standing Orders where possible. The council should remember this is a normal council meeting.

2. General Protocol

Everyone should approach the meeting with respect and in the spirit of the council’s code of conduct. All meetings will be held using Zoom. There will be a unique Meeting Id and password for each meeting to ensure only invitees join the meeting.

The meeting details should not be passed on to anyone who is not a member of the Parish Council. All invites will be issued by the clerk.

3. Council discussions

The chairman (or in his absence, the vice-chairman) will chair the meeting. General rules for the meeting are as follows:

- Everyone to mute themselves when not speaking, unmute to speak and mute again immediately afterwards
- Where possible everyone should join by video and raise their hands when they wish to speak. If this is not possible, Councillors should state clearly when they would like to speak. Alternatively, they may use the ‘chat’ facility to indicate that they wish to speak.

4. Voting

The chairman will ask for people to raise their hands to vote as at a physical meeting unless there are Councillors joining by telephone, in which case he will ask them to state their vote.

5. Disclosure of Interest

Where a Councillor has a Disclosable Interest in any agenda item that would in ordinary circumstances require them to leave the meeting room for the duration of the item, the vice chairman or clerk will turn that councillor’s video and audio access to the meeting off for the duration of the item and turn them back on again before the next agenda item.

6. Public Participation

Council meetings will still be advertised on the web site and Parish Council noticeboard. The public and press still have a right to observe.

If anyone wishes to participate, they inform the Clerk no later than 48 hours prior to the meeting. They may either:

- pose a question in writing to the Council and receive a written answer after the meeting.
- Join the meeting via Zoom. They will be allowed to speak for 5 minutes during the Open Forum section and will be muted for the remaining time unless asked a question by a councillor.

There will be a maximum of 4 Members of the Public allowed at any meeting.

At the start of the meeting the Chairman will explain to them how the meeting will run and how and when they can speak.

Where there are parts of the agenda that are confidential (Part 2) then the public will be asked to leave the meeting as normal and the meeting will be 'locked' to prevent them re-entering.

7. After the meeting

Minute taking will be done as usual by the clerk. The minutes will be agreed at the next meeting and will be retrospectively signed at the next face-to-face meeting.