

REVISED PROTOCOL FOR REMOTE MEETINGS

The protocol below will be followed by Longhope Parish Council when holding meetings in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Members are reminded of the need to ensure that they are fully conversant with the meeting documentation posted on the Parish Council's website prior to the meeting and ensure that they have means of referring to same during the meeting, if they require.

1. Meeting Platform

Longhope Parish Council will conduct its remote meetings via Zoom and the Clerk will make such financial arrangements as necessary in order to facilitate such a subscription.

2. Hardware

Members will be asked to confirm to the Clerk that they have suitable devices to enable them to either see and be seen in the meeting or hear and be heard.

If any Member does not have such a device to enable them to participate in the meeting the Council will make such arrangements as reasonably practicable to enable them to do so. This action will be delegated to the Clerk to facilitate.

3. Notice of Meeting

Summons will continue to be served on Members by the agreed method (e-mail). Public invitations to the meeting will be published on the Parish Council's website and will explain how members of the public may virtually attend such.

Members and the Public will also be provided with an electronic invitation and meeting password in order to gain entry to the meeting.

Any confidential matters for which it would be necessary to exclude Members of the Public and Press under The Public (Admissions to Meetings Act 1960) will be discussed as a separate meeting for which the electronic invitation and meeting password will only be disclosed to Members.

4. **Conduct**

- 4.1 All present, whether Members or Public, are reminded of the need to treat each other with respect. Members are reminded of the need to observe the Council's Code of Conduct.
- 4.2 If the meeting becomes unruly, the Chairman may ask the Clerk to mute all microphones except for those of Members. The Clerk will unmute the microphone of anyone then given permission to speak

5. **Public Participation**

- 5.1 Members of the public are welcome to ask questions of the Council during the Public Forum.
- 5.2 Those members of the public wishing to ask a question of the Council should raise their hand during the Public Forum. The Chairman will then decide the order in which members of the public should put their questions to the Council.
- 5.3 The Council may decide to defer consideration of any question to a future meeting or to a Committee.

6. **Council Discussion/Voting**

- 6.1 The Chairman of the Council (or Chairman of the Committee, if a Committee meeting) will chair the meeting.
- 6.2 If Members wish to speak, they should raise their hand; the Chairman will then decide the order in which Members may speak.
- 6.3 If a Member does not have a device which enables them to participate visually the Chairman will ask Members individually if they wish to speak on a matter.
- 6.4 Voting on a matter will be by a show of hands, noted by the Clerk.
- 6.5 If Members wish to declare an interest in the matter and wish to leave the meeting, they should make the Chairman aware at the beginning of the meeting in order that they may be asked to log out of the meeting when the time comes, and then log back in after they have received a phone call from the Clerk.
- 6.6 To facilitate the meeting generally, the Clerk will include key points and documents in a Powerpoint presentation for everyone to see onscreen, and the Clerk and Chairman will read out the slides for those who are only able to listen in.

7. **Minutes**

- 7.1 Minutes will be signed at the first physical meeting of the Council.
- 7.2 Zoom permits recording of meetings so the Clerk can check the accuracy of the minutes.