Video Meeting Policy and Guidelines

Introduction

It is sometimes necessary to conduct parish council business remotely. Examples of remote meetings include – but are not limited to – a Working Group meeting to discuss a specific project or event, a meeting between the parish council and the borough or county council, or an interview with a prospective Parish Councillor. The agreed medium for conducting remote meetings is Microsoft Teams.

Meetings

SPC is a paperless Council and has established access to files for Councillors which are shared ahead of meetings.

Meetings can be held at a time that is mutually convenient for those attending.

Any remote meeting which is open to members of the Public to attend will be advertised on the parish council noticeboards and website at least three working days before. Any member of the public that wishes to attend the meeting is required to contact the clerk for joining instructions.

A link to the meeting will be sent out to all those attending usually on the day of the meeting, but no earlier than one day ahead.

Meeting Protocol

Councillors should log on five minutes prior to the start of the meeting and check that their microphone and speaker are working. Councillors should ensure that the name that appears on their medium (tablet, laptop etc) shows their name clearly. Meetings will be recorded to help with the production of meeting minutes.

The Clerk or Assistant Clerks will host the meeting and the meeting Chair will regulate who is able to speak. Once the meeting has started Councillors should be muted and signal if they wish to speak.

It will not be possible to vote on parish council matters at remote meetings. Any formal decisions will be made by Councillors face to face at Full Council or committee meetings.

Members of the Public

When a member of the public notifies the Clerk that they wish to attend a meeting, they should indicate on which item they wish to speak, if any. They will be held in the virtual waiting room and accepted into the meeting at the start of the meeting. They should be muted, and the Chair will indicate when they are permitted to speak and if there is a time limit to address the meeting. When the Public Open Session is finished, they should be muted for the remainder of the meeting (unless there are further questions), or they can leave the meeting at any time.

End of Meeting

The Chair will declare the meeting closed and the time shall be recorded in the normal manner. The host will then end the meeting.

Draft minutes will be circulated to the Chair and Councillors and should be available to the public on the website a week later.