

Broughton Parish Council

**Clerk to the Parish Council:
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16th April 2020

Dear Sir/Madam

A meeting of Broughton Parish Council will be held via www.Zoom.us on **Wednesday 22nd April 2020 at 7:00pm** for the purpose of transacting the undermentioned business.

Due to the Covid-19 virus and restrictions on movement, Broughton Parish Council's April meeting will take place online. If you would like to view the meeting, please follow the link below.

If you would like to participate under 4. Public right to speak, please contact the clerk prior to the meeting.

Join Zoom Meeting

<https://us04web.zoom.us/j/857891676?pwd=aSs3Zkk1bW5sa0hHbklCeVhGNmlxUT09>

Meeting ID: 857 891 676

Password: 7dP2Sp

Topic: Broughton Parish Council Meeting

Time: Apr 22, 2020 07:00 PM London

Yours faithfully



Clerk to the Parish Council.

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes of the meeting of Broughton Parish Council held on 20th March 2020, to be approved by the Chair
4. Public right to speak – (maximum of five minutes)
5. Matters arising from minutes
6. Report from Community and Traffic Calming Committee
7. Report from Pocket Park Management Committee
8. Report from Planning Committee
 - (a) Planning applications for consideration
 - (b) Planning Decisions
9. Report from Finance Committee
10. General interest items
11. Date of next meeting – Wednesday 20th May 2020
12. Any other matters that Chair considers to be urgent

How to Use Zoom for the first time

STEPS: 1. Go to www.zoom.us

Click on the button Join a Meeting.

2. In the next window, enter any Meeting ID you've been given (even days or weeks before the event... this is just to download the Zoom application to your Mac or Windows PC).

3. If Zoom asks you to download the app, then click that button. After a few seconds, the Zoom application (Mac or PC) will download onto your computer. install the Zoom application as you normally would any other application. If you are unfamiliar with how to locate downloaded files or install applications, please contact a friend who does, as this is the most important step

4. While waiting for the host to start the call, click the Audio Settings "Check" button to make sure your video and audio are coming through.

5. In the Audio & Video settings, click the TEST button to verify that your audio sound is coming out where you want it to.

That's it. Once you've done the above steps, you're ready for any future Zoom webinars. Once you've used Zoom once, the application will remain on your computer.

A Zoom invite will look like this: Please click this URL to start or join.

<https://us04web.zoom.us/j/857891676?pwd=aSs3Zkk1bW5sa0hHbklCeVhGNmlxUT09> Or, go to <https://zoom.us/join> and enter meeting ID: **857 891 676**, Password: **7dP2Sp**

Important Zoom Etiquette

1. Self mute
2. Good Lighting, don't be in a shadow
3. Centre your head, no partial face
4. No eating
5. No background distraction

TIPS

1. Click on the small "Gallery View" icon in the upper right corner of screen once people start coming on. This will allow you to see everyone.

2. Self-mute yourself by hovering your mouse over your video picture, and a row of options will appear below. The Mute Audio is in the lower left. That way, any typing or background noises won't distract the trainer and those listening. If you want to speak, just un-mute for that section, then go back to self mute.

3. Please have no background distractions. No dogs, no kids, no wandering spirits. It derails the trainer's focus. If you do get background distractions, please quickly push the "Stop Video" button next to the audio mute button. This will close your camera, but you'll still hear the audio and you can still be part of the call. Just turn it back on when you want.

4. Be attentive. Face forward. Mute your cell phone before the calls. (you can actually get away with plenty of multitasking, like emails, looking up info online, and so forth. But face forward. Don't give the prospects half your head, the top of your head, etc.)

5. No eating. Tea is fine :) But chomping on that sandwich is too much. If you need to, no worries: just cut your video by clicking on the Stop Video button, lower left.

6. If you leave your chair, that's fine, just do so slowly without a huge amount of movement that distracts prospects from the trainer's message. Or just delete the video feed.

7. The cool thing about Zoom is that we can choose to not be on the camera, especially if you're squeezing the call while you need to eat, babysit, or otherwise be distracted. That's fine! Glad you're on the call! Just do the call only on self-muted audio and avoid the video of yourself.