



## **Video Meeting Policy and Guidelines**

### **Introduction**

Following The Local Authorities and Police and Crime (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 coming in to force on 4<sup>th</sup> April 2020 Parish Councils have been given the authority to hold Council meetings virtually (Regulation 5). This will be reviewed in May 2021.

Speldhurst Parish Council (SPC) will therefore conduct meetings for the foreseeable future remotely and has chosen Zoom as the medium.

### **Meetings**

SPC is a paperless Council and has established access to files for Councillors which are shared ahead of meetings. Meetings will be conducted in the normal manner, but only urgent issues will be placed on the agenda for discussion.

Meetings can be held at anytime that suits a committee, but Full Council meetings will start at the normal time of 7.30pm.

Meeting notices will be published on the website only until it is considered safe to do so on notice boards.

A link to the meeting will be sent out to concerned parties (all Councillors and Borough and County Councillors) normally on the day of the meeting, but no earlier than one day ahead.

Any member of the public that wishes to take part in the meeting is required to contact the Clerk 30 minutes before the meeting starts on the day of the meeting and will be sent a link to connect them to the meeting.

## **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 are not normally recorded but can be should anyone wish this to be done.

The Clerk or Assistant Clerks will host the meeting and regulate who is able to speak. Once the meeting has started Councillors should be muted and signal if they wish to speak. Voting is done in the normal way by a show of hands.

## **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 Chairman 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 Chairman 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 Chairman and Councillors and should be available to the public on the website a week later.